



Agenda

Housing Authority of the City of Kansas City, Kansas Regular Meeting

Thursday, December 17, 2015 - 12:00 p.m.

Administration Building

1124 N. 9th Street, KCK

- I. Roll Call**
- II. Approval of the Minutes**
Regular Board Meeting - November 19, 2015
- III. Executive Director's Report**
- IV. Committee Reports**
- V. New Business Consent Items**
 - A. Resolution No. 3302 Authority to Dispose of Scrap Metal**
 - B. Resolution No. 3303 Authority to Donate 27 Refrigerators and 4 Ranges**
- VI. New Business Discussion Items**
 - A. Resolution No. 3304 PHA Certifications of Compliance with PHA Plans and Related Regulations**
- VII. Adjournment**

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF COMMISSIONERS OF
THE HOUSING AUTHORITY OF KANSAS CITY, KANSAS**

Thursday, November 19, 2015
12 noon

Administrative Bldg.
1124 N. 9th Street

On the 19th day of November 2015 at 12 noon the Board of Commissioners of the Housing Authority of Kansas City, Kansas met in regular session. The meeting was called to order by Chairman Biscanin, and upon roll call, the following members of the body were present:

John P. Biscanin, Chairman
Jacques Barber, Commissioner
John Breitenstein, Commissioner
Theresa A. Duke, Commissioner
Robert G. Frey, Commissioner
P. Anne McDonald, Commissioner
Timothy J. Rhodes, Commissioner
Maria Torres, Commissioner
Linda Warner, Commissioner
Matt Watkins, Commissioner
Carolyn Wyatt, Commissioner

ABSENT: Tyrone Garner, Commissioner

ALSO PRESENT: Thomas M. Scott, Executive Director
Paula Draves, Director of Section 8
Gregory T. Gibson, Director of Finance
Gerald Glavin, Superintendent
Melinda Linnell, Director of Housing Management
Sharron Davis-Mays, Self-Sufficiency Coordinator
Benice Meeks, Assistant Director of Finance
Jacqueline D. Randle, Executive Services Manager
Anthony Shomin, Modernization Coordinator
Elaine L. Stroud, Asst. Director of Housing Management
Alvin Sykes, President/Bethany Park Towers
Kathy Peters, Kutuk Rock
Judge Robert L. Serra

Chairman Biscanin called the meeting to order. Roll call was taken.

Commissioner Watkins made a motion to approve the minutes of October 15, 2015. Commissioner Rhodes seconded the motion and the following vote was recorded:

AYES: Barber, Biscanin, Duke, Frey, McDonald, Rhodes, Torres, Warner, Watkins, Wyatt
NAYS: None
ABSENT: Garner
ABSTAIN: Breitenstein

Motion carried.

Judge Robert L. Serra administered the oath of office to John Breitenstein.

Commissioner Watkins made a motion to go into executive session for 15 minutes to discuss a legal matter. Commissioner Rhodes seconded the motion and the following vote was recorded:

AYES: Barber, Biscanin, Breitenstein, Duke, Frey, McDonald, Rhodes, Torres, Warner, Watkins, Wyatt
NAYS: None
ABSENT: Garner
ABSTAIN: None

Motion carried.

Commissioner Torres made a motion to come out of executive session and resume with the regular session. Commissioner Frey seconded the motion and the following vote was recorded:

AYES: Barber, Biscanin, Breitenstein, Duke, Frey, McDonald, Rhodes, Torres, Warner, Watkins, Wyatt
NAYS: None
ABSENT: Garner
ABSTAIN: None

Motion carried.

New Business Consent Item

Resolution No. 3298, resolution amending the scheduled list of maintenance charges.

This resolution was presented last month and could not be voted on due to the lack of a quorum.

Commissioner Watkins made a motion to approve Resolution No. 3298. Commissioner Rhodes seconded the motion and the following vote was recorded:

AYES: Barber, Biscanin, Breitenstein, Duke, Frey, McDonald, Rhodes, Torres, Warner, Watkins, Wyatt
NAYS: None
ABSENT: Garner
ABSTAIN: None

Motion carried.

RESOLUTION NO. 3298—RESOLUTION AMENDING THE SCHEDULED LIST OF MAINTENANCE CHARGES.

New Business Discussion Items

Resolution No. 3299, resolution recognizing Rev. Jimmie L. Banks for his valuable service to the Housing Authority of the City of Kansas City, Kansas, was introduced.

Chairman Biscanin read Resolution No. 3299 noting that Vice-Chairman Banks was not reappointed due to his health conditions.

Commissioner Barber made a motion to approve Resolution No. 3299. Commissioner Watkins seconded the motion and the following vote was recorded:

AYES: Barber, Biscanin, Breitenstein, Duke, Frey, McDonald, Rhodes, Torres, Warner, Watkins, Wyatt

NAYS: None

ABSENT: Garner

ABSTAIN: None

Motion carried.

RESOLUTION NO. 3299—RESOLUTION RECOGNIZING REV. JIMMIE L. BANKS FOR HIS VALUABLE SERVICE TO THE HOUSING AUTHORITY OF THE CITY OF KANSAS CITY, KANSAS.

Resolution No. 3300, resolution recognizing William J. Rogers for the valuable service to the Housing Authority of the City of Kansas City, Kansas, was introduced.

Chairman Biscanin expressed that Commissioner Rogers served one term on the board. After acknowledging and thanking both commissioners for their service, he asked that that Ms. Randle prepare the proper expressions of gratitude.

Commissioner McDonald made a motion to approve Resolution No. 3300. Commissioner Frey seconded the motion and the following vote was recorded:

AYES: Barber, Biscanin, Breitenstein, Duke, Frey, McDonald, Rhodes, Torres, Warner, Watkins, Wyatt

NAYS: None

ABSENT: Garner

ABSTAIN: None

Motion carried.

RESOLUTION NO. 3300—RESOLUTION RECOGNIZING WILLIAM J. ROGERS FOR HIS VALUABLE SERVICE TO THE HOUSING AUTHORITY OF THE CITY OF KANSAS CITY, KANSAS.

Resolution No. 3301, approving the job description of Deputy Director, was introduced.

Chairman Biscanin noted there has not been a Deputy Director for sometime now. Mr. Scott explained that organizational changes have taken place saving the agency \$245,952 and \$421,162. The recent audit showed that our deficit had improved by \$2,668,909 due to changes with administrative and

maintenance staff, and maintenance expenses. We are now down to 113 full-time staff and 11 part-time staff. The average age of Housing Authority staff is 55. When the other positions were approved, we held this position out due to funding. Commissioner Frye asked would the Deputy Director position be filled soon. Mr. Scott noted the position would be posted internally and if we are not successful in selecting a candidate in-house, the position will be posted externally.

Commissioner Rhodes made a motion to approve Resolution No. 3301. Commissioner Watkins seconded the motion and the following vote was recorded:

AYES: Barber, Biscanin, Breitenstein, Duke, Frey, McDonald, Rhodes, Torres, Warner, Watkins, Wyatt

NAYS: None

ABSENT: Garner

ABSTAIN: None

Motion carried.

RESOLUTION NO. 3301—APPROVING THE JOB DESCRIPTION FOR DEPUTY DIRECTOR.

Committee Reports

Finance

Commissioner McDonald noted that the final audit report is complete and there were no findings. This will reinstate the KCKHA to the “*standard*” performer category in the Public Housing Assessment System (PHAS). She noted that Mr. Scott has been working on healthcare and a decision was made to go with another insurance carrier. Aetna will replace Blue Cross and Blue Shield with only a slight increase in premium. In regard to the HUD investigation, there are still four items that need a response and this is being addressed.

Status of northeast/Juniper Gardens

Commissioner Barber noted that he had a conversation with Jacob Waggoner of UMKC concerning Juniper Gardens. Conversations have also taken place with potential partners and they are ready to proceed with the process. The next step would be to work up a MOU (Memorandum of Understanding) and budget. They could begin work on this in May and throughout the summer and then have a charrette in the fall that would involve all the stakeholders. Design teams would present their designs in the spring of 2017. A RFP (Request for Proposal) would then be developed to implement the selected design. The anticipated budget is \$200,000—\$250,000. They want a good faith commitment from the Housing Authority and budget allocation for this work. Commissioner Barber noted that he thought there was \$300,000 in the budget for this work. Questions were taken from the Board. Commissioner Watkins asked who were the responders and Commissioner Barber noted that the University of Kansas and Kansas State University responded. Commissioner Warner asked if anything could be added and Commissioner Barber indicated yes, as this is not a complete list. Commissioner Warner suggested forming a partnership with educational entities. Commissioner Rhodes suggested reaching out to bank partners for CRA (Community Reinvestment Act) credits. Commissioner McDonald mentioned the article she shared last month concerning racial isolation and that this should be addressed when making plans for Juniper Gardens. She expressed the need for diversity. Mr. Scott noted that new development needs to take place at Juniper

Gardens specifically and then the northeast area. However, we will not be able to expense \$250,000 out of the sale of properties we own. He noted that Commissioner Barber had good ideas and commended him for his effort on this project. There needs to be a larger discussion to include the City, Kaufmann Foundations and others. Mr. Scott suggested continuing the discussion next month. Chairman Biscanin agreed that the northeast needs to be redeveloped and there is tremendous opportunity for growth. Commissioner Watkins expressed there are many conversations taking place concerning the northeast area. Chairman Biscanin suggested preparing a fact sheet to show how much money the Housing Authority puts into the local economy. Mr. Scott indicated there is \$800,000 monthly being paid through the Section 8 program. Commissioner Barber noted that the plan identified the Unified Government as an indispensable partner that needs to be involved in the process if we decide to do this or not. Commissioner Frey noted that he read Commissioner McDonald's e-mail and there needs to be a briefing on what is happening in the northeast. (Commissioner McDonald leaves.)

Resident Council

Commissioner Duke provided a handout to the Board. She noted that Mr. Scott was the guest speaker and he answered questions from the audience. Ms. Davis-Mays provided an overview of roles and responsibilities to be in compliance with the 24CFR's. Attendance was low, but those present were able to learn a lot. She stated the councils are doing better and things are coming together. The councils are being reestablished and Ms. Davis-Mays is doing a good job.

Executive Director's Report:

- Commissioner Breitensten was welcomed to the KCKHA Board. He was appointed by Unified Government commissioner Ann Murguia. Staff introduced themselves. Mr. Sykes introduced himself as President of Bethany Park Towers.
- Healthcare proposal increased 32.5 percent with Blue Cross and Blue Shield resulting in us going to market. Aetna was selected as our new insurance carrier. There was a slight increase in premium with this carrier. It is also a high deductible medical plan with an HSA (Health Savings Account). There were no changes to Delta Dental and Discover Vision.
- A request was made to HUD for Plaza Towers and Glanville Towers to remain designated as elderly. This must be done every two years. Our current designation expires in January 2016.
- The agency will be closed Thursday, December 24 and Friday, December 25, 2015 to give staff more time to spend with their families during the holiday season.
- Copies of the Annual Plan were e-mailed to the board. Hard copies are available for those wanting a copy. The Annual Plan will need approval at the December board meeting. The Annual Plan shows our intentions going forward. Mr. Scott noted he would be glad to sit down and go over it with board members upon request.
- DHAL (Delaware Highland Assisted Living) is ranked in the top 5 best assisted living facilities by The Kansas City Journal. A plaque was awarded to the facility and is on display for the board to view. There are 121 units at DHAL and 120 units are rented. Ten are on the waiting list. There is a \$5,000 backlog with the MCO's (Managed Care Organizations). The service and real estate side are both showing a positive cash flow. Mr. Scott noted he was proud of DHAL's success. Chairman Biscanin noted that Mr. Scott doesn't take enough credit for the success of DHAL. He added that we finally have a good management company in place also. Market rents will be

increased in 2016 to remain competitive, but the increase will not take place with the residents. He concluded that Mr. Scott, Mr. Gibson and the management company are doing a good job. Commissioner Watkins added that there is a competitive market and we are doing so well because of the good work of Mr. Scott and Mr. Gibson.

The following committees did not meet: Bylaws, Executive, Minority Participation and Personnel.

Commissioner Rhodes adjourned the meeting. Commissioner Watkins seconded the motion and the following vote was recorded:

AYES: Barber, Biscanin, Breitenstein, Duke, Frey, Rhodes, Torres, Warner, Watkins, Wyatt

NAYS: None

ABSENT: Garner, McDonald

ABSTAIN: None

John P. Biscanin, Chairman

Thomas M. Scott, Executive Director

EXECUTIVE DIRECTOR'S REPORT

December 2015


1. On Tuesday, December 8th Commissioner Rhodes and I met with the Regional Vice-President of Community Development at U.S. Bank. The conversation centered on financing methods U.S. Bank could use to assist the Housing Authority with development and redevelopment initiatives. We also discussed programing funds available through the Community Reinvestment Act (CRA). Thanks to Commissioner Rhodes for his initiative in setting this meeting up.
2. On Wednesday, December 9th Tony Shomin and I participated in a discussion with Mayor Holland, Commissioners McKiernan, Bynum, Johnson, UG staff, Region 7 HUD Administrator Jennifer Tidwell and staff to discuss the possibility of collaborating on a Choice Neighborhoods Grant in Kansas City, Kansas. Following the discussion, some of the participants toured Juniper Gardens, northeast scattered sites, Glanville and Wyandotte Towers. HUD was very complimentary of the condition of the housing developments. Further discussions regarding the Choice Neighborhoods Grant will follow.
3. Commissioners Townsend, Bynum and Johnson have ask me to participate in a discussion on Monday, December 14th regarding the northeast master plan. I will keep the Board apprised.
4. A reminder that the Housing Authority will be closed on Thursday, December 24th and Friday, December 25th in observance of Christmas; and Friday, January 1st to observe New Year's Day.
5. On behalf of the Housing Authority staff, we would like to wish the Board of Commissioners a happy holiday season and thank them for their commitment to the purpose of this agency.
6. Delaware Highland Assisted Living Update.
7. The following monthly reports are attached:
 - A. Statement of Funds
 - B. Delinquency Report
 - C. Disbursements Over \$1,000
 - D. Operating Receipts and Expenditures
 - E. Maintenance Report
 - F. Occupancy Report
 - G. Modernization Report
 - H. Resident Initiative Report
 - I. Section 8 Report
 - J. Monthly Move-ins and Move-outs
 - K. UPC Activity Report (*not provided*)

Kansas City, Kansas Housing Authority
Statement of Funds Available
For the Period Ended November 30, 2015

Description	Rate ^(a)	Maturity Date	Amount	Bank
General Fund Account	0.10%		\$2,763.72	Liberty
Payroll Account			\$47,733.37	Liberty
FSA Account	0.15%		\$0.00	Liberty
ACH Pymt Account	0.15%		\$1,709.10	Liberty
Rent Depository Account	0.75%		\$677,534.28	Brotherhood
Rent Bank Deposit Accounts	0.75%		\$59,101.32	Various
Homeless Prevention Program	0.75%		\$5,441.85	Brotherhood
Sponsorship Program	0.75%		\$18,983.05	Brotherhood
Section 8 Checking	0.75%		\$362,137.19	Brotherhood
EPC Replacement Reserve Acci	0.15%		\$25,757.04	Liberty
Community Hsg Inv Group			\$48,200.00	Liberty
CD#316007603	0.45%	02/25/16	\$500,000.00	Brotherhood
CD#32863	0.54%	09/04/16	\$500,000.00	Liberty
CD#119583624/1	0.45%	02/24/17	\$500,000.00	Brotherhood

(a) Represents Rates as of January 22, 2016 provided by Banks.

Note: Amounts reflect balances from month-end statements. Reconciliation of outstanding checks will adjust account balances, accordingly.



Gregg Gibson
 Director of Finance

**Kansas City, Kansas Housing Authority
Delinquency in Accounts Receivable
For the Month of November 2015**

	Rent & Other Charges	Repayment Agreements	Total
Accounts Receivable (Amounts Delinquent)	\$73,430.88	(\$13,380.38)	\$60,050.50
Total Charges to Tenants for Month			\$401,164.91
Delinquency Ratio			14.97%
Petitioned to Court Last Month (<i># of Summons Issued</i>)			30
Praecipes Issued (<i># on Setout List</i>)			17
Evictions (<i># Set Out</i>)			11
Pending Evictions (<i># Placed on Hold</i>)			0



Gregg Gibson
Director of Finance

Kansas City, Kansas Housing Authority

Payments Over \$1,000.00

For The Month of November 2015

CONTRACT COSTS

Universal Protection Service	\$5,006.40
Universal Protection Service	\$2,503.20
Universal Protection Service	\$2,503.20
Universal Protection Service	\$2,503.20

MAINTENANCE COSTS

Acme Sign Inc	\$1,230.00
All Makes Machine	\$2,260.00
Bailey Industrial Cleaning	\$13,830.00
Becker Tire Wholesale	\$2,555.42
Booney's Lawn Service	\$3,045.00
Booney's Lawn Service	\$1,962.00
Booney's Lawn Service	\$1,085.00
Carpet Corner Inc	\$2,378.10
Carrier Enterprise, LLC	\$1,123.44
David Henderson dba Economy Lawn	\$1,950.00
Deffenbaugh Industries Inc	\$2,520.30
Excelsior Mrg & Supply	\$1,299.71
Ferguson Enterprise Inc	\$6,423.14
General Electric Company	\$1,131.90
Goode Developing & Associates	\$4,050.00
Grainger	\$2,398.03
Grainger	\$1,963.96
Home Depot Supply	\$2,352.66
Home Depot Supply	\$1,844.39
Johnson Controls	\$54,545.00
Johnson county Landfill	\$1,008.00
Kansas City Winnelson Co.	\$1,731.12
Maintenance USA	\$1,492.37
MC Flooring	\$1,035.00
McQueeny Group Inc	\$3,049.41
Midwest Supply Inc	\$3,376.68
Minnesota Elevator	\$4,160.00
O'Connor Company Inc	\$1,290.00
Oscar's Maintenance	\$2,060.00
Oscar's Maintenance	\$1,560.00
Oscar's Maintenance	\$1,335.00
PCS	\$1,663.13
Personal Touch Lawn Service	\$1,085.00
Personal Touch Lawn Service	\$1,085.00
Precision Plumbing & Construct. Inc	\$1,980.00

Kansas City, Kansas Housing Authority

Payments Over \$1,000.00

For The Month of November 2015

***MAINTENANCE COSTS* (cont'd)**

Presto-X	\$2,050.00
Presto-X	\$1,800.00
Presto-X	\$1,350.00
Sherwin-Williams Co.	\$4,739.97
Sherwin-Williams Co.	\$3,587.87
Smallwood Locksmiths	\$1,472.06
SOS Pest Control	\$4,050.00
SOS Pest Control	\$1,800.00
Stanion Wholesale Electric Co.	\$6,631.63
Stanion Wholesale Electric Co.	\$1,622.02
SupplyWorks	\$4,694.13
Three Sons Construction	\$15,330.00
Three Sons Construction	\$9,235.00
Three Sons Construction	\$5,500.00
Three Sons Construction	\$3,910.00
Ultra-Chem Inc	\$1,216.94
UPCS Annual Inspection	\$4,657.75
Wilmar Industries	\$1,071.00
Worldwide Window Fashions	\$4,443.15

MISCELLANEOUS COSTS

AT&T	\$8,610.90
Housing Insurance Serv. Inc.	\$3,015.00
Kutak Rock LLP	\$2,650.00
Lockton Companies	\$14,533.50
McCulley Oil	\$5,825.82
Paula Draves	\$4,000.00
Staples	\$2,184.94
Staples	\$2,084.95
Staples	\$1,651.83
The PI Company	\$1,525.00
Time Warner Cable	\$1,581.71
US Bank Equipment	\$1,413.40
Unified Government Treasurer	\$5,448.30

OTHER GRANT COSTS

KBCC, Inc	\$6,600.00
William Spurgeon Kuhl & Freshnock	\$4,752.74

Kansas City, Kansas Housing Authority

Payments Over \$1,000.00

For The Month of November 2015

PAYROLL COSTS

AFLAC Premium	\$7,198.52
BlueCross BlueShield of KC	\$85,781.64
Colonial Life & Accident Ins	\$4,721.28
Delta Dental	\$4,286.79
Kansas Payment Center	\$1,197.73
Kansas Payment Center	\$1,197.73
KPERS Retirement System	\$32,778.54
KPERS Retirement System	\$32,548.06
Nationwide Retirement	\$2,674.08
Nationwide Retirement	\$2,634.80
UMB Health Savings Acct.	\$3,598.11
UMB Health Savings Acct.	\$3,598.11
W.H. Griffin Trustee	\$1,156.62

INTERBANK TRANSFERS

Liberty Gen Fund to Payroll Transfers	\$183,300.00
Liberty Gen Fund to Payroll Transfers	\$182,000.00
Liberty Gen Fund to ACH Transfers	\$39,100.00
Liberty Gen Fund to ACH Transfers	\$38,800.00
Liberty Flex Spending to Gen Fund	\$12,560.98
BBT Gen Fund to Liberty Gen Fund	\$500,000.00

UTILITIES COSTS

Atmos Energy	\$1,168.29
Board of Public Utilities	\$74,112.62
Board of Public Utilities	\$37,241.97
Board of Public Utilities	\$27,461.26
Board of Public Utilities	\$26,528.89
Kansas Gas Service	\$7,824.57
Kansas Gas Service	\$4,255.02
Kansas Gas Service	\$2,370.77



Gregg Gibson
Director of Finance

**Kansas City, Kansas Housing Authority
Operating Receipts and Expenditures
For Period Ending October 31, 2015**

	CEN OFFICE YR TO DATE	% 58%	CEN OFFICE BUDGET	PUBLIC HSG YR TO DATE	% 58%	PUBLIC HSG BUDGET	SECTION 8 YR TO DATE	% 58%	SECTION 8 BUDGET
OPERATING INCOME:									
Dwelling Rent				\$2,615,993.49	60%	\$4,324,704.00			
Fraud Recovery Income							\$6,716.24		
Interest Income	\$1,178.30	15%	\$7,940.00	\$1,186.52	16%	\$7,330.00			
Other Income	\$8,779.83	20%	\$45,000.00	\$228,264.19	72%	\$317,661.00	\$2,736.00	304%	\$900.00
Fee for Services - COCC	\$988,678.54	49%	\$2,025,544.00						
Management Fees	\$1,011,584.38	50%	\$2,016,562.00			\$443,094.00			
Total Operating Income	\$2,010,221.05	49%	\$4,095,046.00	\$2,845,444.20	56%	\$5,092,789.00	\$9,452.24	1050%	\$900.00
Operating Subsidy				\$4,594,833.00	62%	\$7,382,554.00			
Prior Year Subsidy									
Section 8 Admin Fees							\$447,516.00	60%	\$749,645.00
Total Operating Receipts	\$2,010,221.05	49%	\$4,095,046.00	\$7,440,277.20	60%	\$12,475,343.00	\$456,968.24	61%	\$750,545.00
OPERATING EXPENSES:									
Administrative Salaries	\$694,179.72	77%	\$897,935.00	\$498,707.97	49%	\$1,018,756.00	\$172,735.92	56%	\$307,518.00
Management Fees				\$817,268.38	58%	\$1,411,439.00	\$192,426.00	59%	\$326,820.00
Other Admin Expenses	\$118,153.03	67%	\$176,175.00	\$138,463.50	71%	\$195,123.00	\$17,988.52	50%	\$35,805.00
Tenant Service Salaries				\$9,734.35	41%	\$23,920.00			
Resident Assoc Expenses				\$2,078.00	9%	\$24,370.00			
Other T/S Expenses				\$2,511.84	15%	\$16,269.00			
Utilities	\$16,241.58	53%	\$30,753.00	\$1,272,176.23	52%	\$2,428,562.00			
Maintenance Salaries	\$796,208.79	50%	\$1,602,190.00	\$693,633.39	48%	\$1,431,054.00			
Maint Materials	\$323,619.88	62%	\$522,245.00	\$100,387.41	52%	\$191,399.00	\$582.56	58%	\$1,000.00
Fee for Services - COCC				\$988,678.54	49%	\$2,025,544.00			
Other Maint Contracts	\$57,680.28	49%	\$118,407.00	\$654,894.06	84%	\$779,082.00	\$493.06	21%	\$2,400.00
Security Salaries									
Other Security Expense	\$7,397.41	493%	\$1,499.00	\$85,418.73	54%	\$159,509.00			
Insurance	\$63,190.09	56%	\$112,829.00	\$232,575.06	59%	\$394,272.00	\$6,280.87	35%	\$18,189.00
Terminal Leave Payments									
Employee Benefit Contributions	\$517,567.14	61%	\$855,317.00	\$440,983.77	53%	\$828,831.00	\$56,885.29	55%	\$103,035.00
Collection Losses				\$70,209.13	74%	\$95,230.00			
Interest Expense				\$351,393.91	50%	\$698,325.00			
Other General Expense	\$4,375.52	102%	\$4,300.00	\$566.21	9%	\$6,241.00	\$14,835.96	84%	\$17,680.00
Total Routine Expenses	\$2,598,613.44	60%	\$4,321,650.00	\$6,359,680.48	54%	\$11,727,926.00	\$462,228.18	57%	\$812,447.00
Extraordinary Maintenance									
Depreciation Expense									
Proceeds from Sale of Equip									
Casualty Losses - Net				(\$36,162.69)					
Total Operating Expenses	\$2,598,613.44	60%	\$4,321,650.00	\$6,323,517.79	54%	\$11,727,926.00	\$462,228.18	57%	\$812,447.00
Prior Year Adjustments									
Total Operating Expenditures	\$2,598,613.44	60%	\$4,321,650.00	\$6,323,517.79	54%	\$11,727,926.00	\$462,228.18	57%	\$812,447.00
Gain/(Loss) from Operations	(\$588,392.39)		(\$226,604.00)	\$1,116,759.41		\$747,417.00	(\$5,259.94)		(\$61,902.00)



Gregg Gibson
Director of Finance

**KANSAS CITY, KANSAS HOUSING AUTHORITY
 MAINTENANCE REPORT
 FOR THE MONTH OF NOVEMBER 2015**

CUSTOMER SERVICE & SATISFACTION SURVEY - NOVEMBER 2015

Date	Vacant Unit Work Orders	Service Work Orders	Work Orders Closed	Residents Contacted	Favorable	Unfavorable	No Response
11/02/15	69	9	78	1	1	0	8
11/03/15	72	9	81	3	3	0	6
11/04/15	68	8	76	2	2	0	6
11/05/15	41	7	48	4	4	0	3
11/06/15	87	3	90	0	0	0	3
11/09/15	43	5	48	1	1	0	4
11/10/15	42	13	55	2	2	0	11
11/12/15	52	12	64	3	3	0	9
11/13/15	61	5	66	1	1	0	4
11/16/15	83	4	87	0	0	0	4
11/17/15	37	5	42	5	5	0	0
11/18/15	64	13	77	2	2	0	11
11/19/15	65	10	75	3	3	0	7
11/20/15	28	7	35	3	3	0	4
11/25/15	58	9	67	2	2	0	7
TOTAL	870	119	989	32	32	0	87

(a) (c) (d) (b)

These percentages are based on work orders completed in occupied units only and does not include work orders for vacant unit preparation.

- (a) Residents Contacted 27% of the service work orders completed
- (b) No Response 73% of the service work orders completed
- (c) Favorable Response 100% of the residents contacted
- (d) Unfavorable 0% of the residents contacted

* Unfavorable responses result in a second work order being generated to resolve problem, followed up by a call from the Clerk Dispatcher.

	Family	Elderly	Total
Total Vacancy	75	74	149
Units in Mod	0	35	35
Fire Units	4	0	4
Rentable Units	71	39	110
Move-Ins	19	21	40
Move-Outs	22	25	47
Units Available	15	11	26
Units Readied in NOV	17	28	45

Occupancy Report
January 22, 2016

PROJECT	TOTAL UNITS	OCCUPIED UNITS	VACANT UNITS	% OCCUPIED CURRENT	% OCCUPIED PRIOR
K1-1 JUNIPER GARDENS	265	227	38	86%	90%
K1-2 ST. MARGARETS PARK	100	94	6	94%	94%
K1-3 CYRUS K. HOLIDAY	60	59	1	98%	95%
K1-4 WYANDOTTE TOWERS	302	286	16	95%	95%
K1-5 BELROSE MANOR	90	86	4	96%	94%
K1-6 Elderly DOUGLAS HEIGHTS	101	99	2	98%	96%
K1-6 Family DOUGLAS HEIGHTS	99	91	8	92%	94%
K1-7 SCATTERED SITES	24	19	5	79%	83%
K1-9 SCATTERED SITES	30	30	-	100%	100%
K1-10 SCATTERED SITES	42	39	3	93%	90%
K1-11 GRANDVIEW PARK	39	37	2	95%	82%
K1-12 CHALET MANOR	66	61	5	92%	92%
K1-13 WELBORN VILLA	80	79	1	99%	98%
K1-14 BETHANY PARK TOWERS	153	144	9	94%	97%
K1-15 SCATTERED SITES	20	17	3	85%	95%
K1-17 GLANVILLE TOWERS	108	103	5	95%	97%
K1-18 ROSEDALE TOWERS	122	120	2	98%	98%
K1-20* WESTGATE TOWERS	163	122	41	75%	77%
K1-21 SCATTERED SITES	8	5	3	63%	75%
K1-22 WESTGATE VILLA	20	18	2	90%	90%
K1-23 SCATTERED SITES	38	38	-	100%	100%
K1-24 PLAZA TOWERS	115	114	1	99%	98%
K1-25 SCATTERED SITES	12	11	1	92%	92%
Sub-Total before Adjustments	2,057	1,899	158	92%	93%
Less: # of Deprogrammed Units	21		21		
Less: # of Units Under Modernization	15		45		
Total Units Available for Occupancy	2,021	1,899	92	94%	95%

MODERNIZATION AND DEVELOPMENT REPORT

DECEMBER 2015

CAPITAL FUND PROGRAM 2011

The funding amount for this program is \$2,827,316. The public hearing and final budget were presented to the residents on December 9, 2010. The Capital Fund Program 2011 was approved at the December 16, 2010 Board meeting. Approval of the CFP 2011 plan by HUD was received. The ACC amendment was received from HUD and executed by the Housing Authority. Architect and Engineering Request for Proposal were received on February 29, 2012. Architectural/Engineering firms have been selected to complete work under this program.

The following projects are complete: K1-22 Westgate Villa Roof Replacement, Repair, Painting and Gutter Replacement, K1-4 Wyandotte Tower, K1-17 Glanville Tower, K1-20 Westgate Tower Building Surge Suppression, and K1-3 Cyrus K. Holiday, K1-5 Belrose Manor, K1-12 Chalet Manor Community Center HVAC Improvements, High-rise and Main Office Development Signs, K1-17 Glanville Tower Exterior Repair and Sealing, K1-4 Wyandotte Tower Parking Lot Expansion, K1-20 Westgate Tower Interior Repair (Phase I Floors 10, 11, & 12), K1-13 Welborn Villa Exterior Repair & Painting.

All funds in the 2011 Capital Fund Program have been obligated and expended. This program is being prepared for close out.

CAPITAL FUND PROGRAM 2012

The funding amount for this program is \$2,555,880.00. The public hearing and final budget were presented to the residents on December 7, 2011. The Capital Fund Program 2012 was approved at the December 15, 2011 Board Meeting. Approval of the 2012 Capital Fund Program Plan by HUD was received. The ACC Amendment was received from HUD and executed by the Housing Authority. Architect and Engineering firms have been selected to complete work under this program.

The following projects are completed: K1-4 Wyandotte Tower Domestic Water Booster Pump Systems, K1-18 Rosedale Tower Exterior Repair and Painting, High Rise Elevator Cab Improvements, K1-1 Juniper Gardens, K1-2 St. Margaret's Park and K1-6 Douglas Heights Community Centers HVAC Improvements, K1-10 Scattered Site Exterior Repair, Painting and Gutter Replacement, K1-20 Westgate Tower Interior Modernization, Phase II, Floors 7, 8 & 9.

All funds in the 2012 Capital Fund Program have been obligated and expended. This program is being prepared for close out.

CAPITAL FUND PROGRAM 2013

The funding amount for this program is \$2,404,182.00. The public hearing and final budget were presented to the residents on December 5, 2012. The Capital Fund Program 2013 was approved at the December 20, 2012 Board Meeting. Approval of the 2013 Capital Fund Program Plan by HUD was received. The ACC Amendment was received from HUD and executed by the Housing Authority and submitted to HUD. Architect and engineering firms have been selected to complete work under this program.

The following projects are completed: K1-7 Scattered Sites Exterior Repair, Painting, and Gutter Replacement (3 Buildings), K1-21 Scattered Sites HVAC Replacement, K1-14 Bethany Park Tower Retaining Wall Replacement, K1-6HR Douglas Heights High Rise, K1-24 Bethany Park Tower, K1-18 Rosedale Tower, K1-24 Plaza Tower Surge Suppression, K1-14 Bethany Park Tower Domestic Water Pump Booster. K1-9 Scattered sites parking lot improvements.

K1-23 SCATTERED SITES EXTERIOR REPAIR, PAINTING & LIGHTING

Bids closed on September 9, 2014. The Board authorized the contract at the September 19, 2014 meeting. Pre-construction meeting was held on October 22, 2014. Notice to Proceed was issued April 13, 2015. Project is complete. Final inspection and punch list items have been completed. Final paperwork is pending.

K1-20 WESTGATE TOWER INTERIOR MODERNIZATION (PHASE III, FLOORS 4, 5, AND 6)

Bids closed May 27, 2015. The Board authorized the contract at the June 18, 2015 meeting. Pre-construction meeting was held on June 23, 2015. Notice to Proceed was given on June 30, 2015. 6th Floor is completed, inspected and accepted. Residents from the 5th floor have been moved to the 6th floor. The 5th floor demolition is complete. Rough-in, drywall, installation, painting, furnace work and closet shelf installation is in progress.

2013 CAPITAL FUND PROGRAM BUDGET REVISION

The following budget line items have been revised to move excess funds:

K1-1 Juniper Gardens Northeast Development Activities	\$4,134
K1-6E Douglas Heights Chiller Replacement	<u>\$3,981</u>
Total	\$8,115

And the excess funds will be applied to the budget line items needing additional funding:

K1-14 Bethany Tower Mechanical Improvements	\$5,755
K1-23 Scattered Sites Exterior Repair/Painting/Lighting	<u>\$2,360</u>
Total	\$8,115

CAPITAL FUND PROGRAM 2014

The funding amount for this program is \$2,735,146.00. The public hearing and final budget were presented to the residents on December 4, 2013. The Capital Fund Program 2014 was approved at the December 19, 2013 Board Meeting. Approval of the 2014 Capital Fund Program Plan by HUD was received. The ACC Amendment was received from HUD and executed by the Housing Authority and submitted to HUD. A/E firms have been selected. Construction plan preparation is underway.

The following project is complete: K1-4 Wyandotte Tower Carpet Replacement.

CAPITAL FUND PROGRAM 2015

The funding amount for this program is \$2,783,028.00. The public hearing and final budget were presented to the residents on December 3, 2014. The Capital Fund Program 2014 was approved at the December 18, 2014 Board Meeting. Approval of the 2015 Capital Fund Program Plan by HUD was received. The ACC Amendment was received from HUD and executed by the Housing Authority and submitted to HUD. A/E firms have been selected. Construction plan preparation is underway.

RESIDENT INITIATIVE REPORT

DECEMBER 2015

SUBMITTED BY

SHARRON DAVIS-MAYS

SELF-SUFFICIENCY COORDINATOR

The Public Housing Resident Council met on November 3, 2015 with fifteen in attendance. The low attendance was due to the meeting being held on the third of the month which is when some of the residents receive their monthly award checks. Mr. Scott, Executive Director, came and reviewed the Community Center Agreement with the resident councils. The resident councils wanted to have a clear understanding of the use of the community centers.

Juniper Gardens held *Meet the Candidate* on the 13th of November. Each candidate was given time to express why they wanted to run for office. The elections will take place on December 18, 2015.

Westgate Towers held elections on November 19, 2015. Mr. Washington, the incumbent, remains as president.

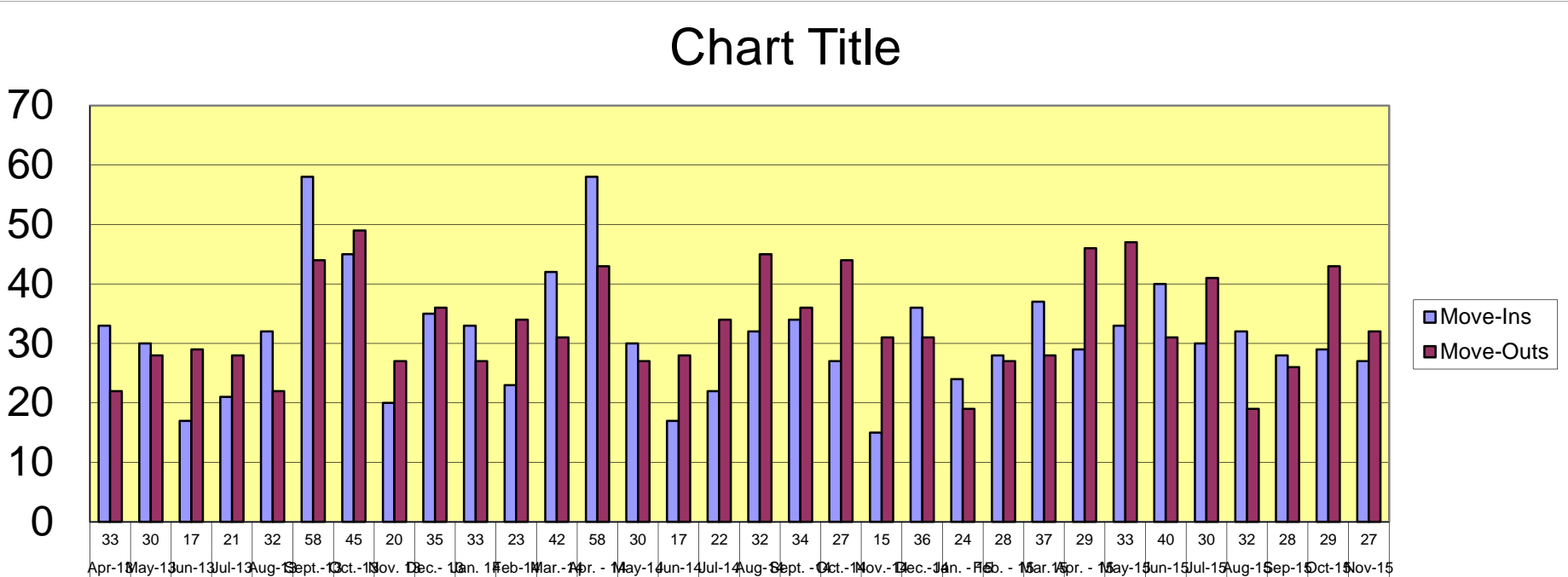
The Section 3 Program had two residents complete the Life Skills and Job Readiness program. The next session will start in February of 2016.

Glanville Towers held an art show on November 17, 2015. The exhibits consisted of paintings, sketchings and other drawings by Mr. Charles Wilson, president of Glanville Towers.

Several of the high-rises served Thanksgiving dinner for their residents. Most of the resident councils reported that their dinners were well attended, and they were happy to host this event for those residents that did not have families to share with on Thanksgiving Day.

**Kansas City, Kansas Housing Authority
Move-Ins and Move-Outs - April 2013 Through Nov. 2015**

Month	Move-Ins	Move-Outs
Apr-13	33	22
May-13	30	28
Jun-13	17	29
Jul-13	21	28
Aug-13	32	22
Sept.-13	58	44
Oct.-13	45	49
Nov. 13	20	27
Dec.- 13	35	36
Jan. 14	33	27
Feb-14	23	34
Mar.-14	42	31
Apr. - 14	58	43
May-14	30	27
Jun-14	17	28
Jul-14	22	34
Aug-14	32	45
Sept. -14	34	36
Oct.-14	27	44
Nov.-14	15	31
Dec.-14	36	31
Jan. - 15	24	19
Feb. - 15	28	27
Mar.15	37	28
Apr. - 15	29	46
May-15	33	47
Jun-15	40	31
Jul-15	30	41
Aug-15	32	19
Sep-15	28	26
Oct-15	29	43
Nov-15	27	32



RESOLUTION NO. 3302

AUTHORITY TO DISPOSE OF SCRAP METAL

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of Kansas City, Kansas that in accordance with the Housing Authority's procedure on disposal of personal property, approval is hereby given for the disposal of (41) RANGES and (12) REFRIGERATORS identified on the attached list by Manufacturer Serial Numbers and PHA Decal Numbers. The amount to be received for such disposal will be determined by scrap metal weight.

MEMORANDUM

TO: Board of Commissioners

FROM: Jerry Glavin, Superintendent

**SUBJECT: Disposal of Scrap Material
Resolution No. 3302**

DATE: December 17, 2015

The following appliances are inoperative and should be sold for scrap metal in accordance with the Housing Authority's procedure for the disposal of personal property. The amount to be received for such disposal will be determined by scrap metal weight.

REFRIGERATORS

<i>PHA #</i>	<i>SERIAL #</i>
303105	GZ827897
1462	ZV360868
15660	BA40810537
30336	GA790883
400454	HD824891
1618	AZ306015
300865	BA34700892
400454	HD824891
307464	AT797466
305360	FH770220
400331	MA788626
400125	MZ747727

RANGES

<i>PHA #</i>	<i>SERIAL #</i>
AZ125035H	AZ125035H
AZ124999H	AZ124999H
1593	AZ125049H
1693	AZ125019H
302779	LH302779
300558	FD196770
AZ124987H	AZ124987H
AZ124939H	AZ124939H
30262	30262
1632	AZ124940H
AZ125037H	AZ125037H
1592	AZ124949H
306956	RH165347N
AZ121915H	AZ121915H

RANGES

PHA #	SERIAL #
AZ125041H	AZ125041H
1498	AZ125039H
1588	DZ14784ZH
AZ125025H	AZ125025H
1610	AZ124925H
16277	FD198338
305317	DH108632N
915948	AF118925P
14008	FD196759Q
301974	ZG115115P
16466	LH16466
12454	MH168721R
12425	Z6160409R
7073	FZ169577Q
300777	ZG130942P
305320	DH108598N
AZ124988H	AZ124988H
1480	AZ124985H
1467	AZ125010H
1717	AZ124878H
301876	VF40409318
16200	GZ174128
16136	FD196764
LV136316H	LV136316H
LV136381H	LV136381H
1167	HV136316H

RESOLUTION NO. 3303

AUTHORITY TO DONATE 27 REFRIGERATORS & 4 RANGES

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of Kansas City, Kansas that in accordance with the Housing Authority's procedure on disposal of personal property, approval is hereby given to donate 27 refrigerators and 4 ranges on the attached list by manufactures serial numbers and PHA decal numbers to the Habitat for Humanity Re-Store, a non-profit entity providing financial support to Habitat for Humanity.

MEMORANDUM

TO: Board of Commissioners

FROM: Jerry Glavin, Superintendent

**SUBJECT: Disposal of Scrap Material
Resolution No. 3303**

DATE: December 17, 2015

Due to their age, condition and unavailability of repair parts, the following refrigerators and ranges are no longer suitable for use in Public Housing. They do however still work and could function for an undetermined length of time, for this reason staff is requesting the Board approval to donate the appliances in "as is" condition to the Habitat for Humanity Re-store.

REFRIGERATORS

<i>PHA #</i>	<i>SERIAL #</i>
303195	ZZ742380
303082	MV759324
305027	AG770442
017435	HV766029
304989	TF762108
303284	DA741998
304931	GF862614
303059	MV776930
9899	AF732234
302569	FD737493
304917	HF761137
303083	MV759404
305740	MT749704
303162	TZ733992
15658	BA41490020
1516	ZV380551
14024	FD738051
300947	BA40810566
1718	AZ305910
305016	AG778342
305228	SG802244
304951	RF748421
307315	HR804406
304932	GF862605

REFRIGERATORS

<i>PHA #</i>	<i>SERIAL #</i>
305010	AG778433
303161	TZ734063
1471	DF738559

RANGES

<i>PHA #</i>	<i>SERIAL #</i>
1567	AZ124937H
1583	AZ125042H
1530	AZ125059H
1512	AZ124993H