



# **Agenda**

## Housing Authority of the City of Kansas City, Kansas

### Regular Meeting

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**Thursday, May 18, 2017 - 12:00 p.m.**

**Administration Building  
1124 N. 9th Street, KCK**

**I. Roll Call**

**II. Approval of the Minutes**

Regular Board Meeting - April 20, 2017

**III. Executive Director's Report**

**IV. Committee Reports**

**V. New Business Consent Items**

Note: All matters below on the New Business Consent Items are considered under one motion and will be enacted by one motion. There will be no separate discussion on those items. If discussion is desired, that item will be removed by the Chair from the New Business Consent Items and considered separately as the first item under the New Business Discussion Items.

**A. Resolution No. 3338**

**Authority to Approve the Section 8 Management Assessment  
Program Certification for FYE March 31, 2017**

**VI. New Business Discussion Items**

**A. Commissioner Watkins: Chairman's Remarks**

**VII. Adjournment**

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

Thursday, April 20, 2017  
12 noon

Administrative Bldg.  
1124 N. 9<sup>th</sup> Street

On the 20th day of April 2017 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 (via conference call)  
Rev. Jimmie L. Banks, Vice-Chairman  
Jacques Barber, Commissioner  
John Breitenstein, Commissioner  
Robert G. Frey, Commissioner  
Tyrone Garner, Commissioner  
P. Anne McDonald, Commissioner (arrived after roll call)  
Timothy J. Rhodes, Commissioner  
Alvin Sykes, Commissioner (not present during roll call and minutes)  
Linda Warner, Commissioner  
Matt Watkins, Commissioner  
Charles Wilson, Commissioner

ABSENT: None

ALSO PRESENT: Milton Scott, Executive Director  
Paula K. Draves, Director of Section 8  
Cherrie Escobar, Section 8 Coordinator  
Gregory T. Gibson, Director of Finance  
Gerald Glavin, Superintendent  
Melinda L. Linnell, Director of Housing Management  
Sharron Davis-Mays, Self-Sufficiency Coordinator  
Benice Meeks, Assistant Director of Finance  
Jacqueline D. Randle, Executive Services Manager  
Anthony J. Shomin, Director of Facilities Management  
Elaine Stroud, Asst. Director of Housing Management  
Loretta Heath, St. Margaret's Park  
Sean M. Sturdivan, Attorney

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Chairman Biscanin called the meeting to order and roll call was taken.

Commissioner Watkins made a motion to approve the minutes of the regular meeting held March 16, 2017. Vice-Chairman Banks seconded the motion and the following vote was recorded:

AYES: Banks, Barber, Biscanin, Brietenstein, Frey, Garner, Rhodes, Warner, Watkins, Wilson

NAYS: None

ABSENT: McDonald, Sykes

ABSTAIN: None

Motion carried.

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### **Executive Director's Report**

- Mr. Scott directed the Board to page 11. He and Sharron Davis-Mays met with Spark Bookhart, Executive Director of Youthbuild in an effort to have his students perform community service at the Housing Authority. The students will work in the maintenance department as part of the unoccupied unit turnover process. The agency has worked with YouthBuild students in the past and expects to have a successful outcome as the students are motivated to do well. The particulars are still being worked out.
- Mr. Scott noted that he and Melinda Linnell attended the Resident Association meeting at Bethany Park Towers. Mayor Mark Holland was the guest speaker. Commissioners Alvin Sykes and Charles Wilson were present.
- Mr. Scott noted that he mentioned in February that Kim Wilson Housing (KWH) was putting together a grant. The grant was received and we are working with them on a MOU. KWH will work with the Housing Authority to help our residents retain their housing. They will also be able to refer our residents to other resources within the community. Commissioner Barber questioned what causes the residents to be late on rent. Mr. Scott explained there are a combination of factors, e.g., maintenance fees and other factors and expenses in the household. KWH will help Housing Authority tenants with other issues unrelated to housing.
- Mr. Scott referred the Board to information that was submitted to HUD regarding occupancy. He noted that many changes have occurred over the last several months to improve the application process. The agency is looking at ways to increase its occupancy. Commissioner Garner suggested condensing the information in a strategic package.
- Mr. Scott noted that he and Melinda Linnell went to Topeka, Kansas to receive recognition for our work with the Family Conservancy. The agency provides the Family Conservancy with space and in-kind services.

They provide tangible services to our residents in the form of diapers, etc. (Commissioner McDonald arrives.)

- The Board's attention was directed to review the other reports in the handouts. Mr. Scott asked if anyone wanted to elaborate and no one did.

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## **Committee Reports**

### Bylaws

Commissioner Barber referred the Board to the handouts which show a draft of the Bylaws of the Housing Authority of the City of Kansas City, Kansas; and the Kansas City, Kansas Housing Authority Policies and Procedures. The committee has met twice since the last Board meeting to address the election procedures, Code of Ethics and conflict of interest. Drafts were provided to the Board with proposed changes to the Bylaws listed in red. The details of the election procedures are listed in a separate document entitled Policies and Procedures. Commissioner Barber explained that the Bylaws are a formal document that requires Board action to make changes, whereas the Policies and Procedures are less formal and provide guidelines for how to approach certain activities. The details of the election process are spelled out and can be adjusted as the Board sees fit. Changes would require Board discussion, but not the formality and time frame of making changes to the Bylaws. He noted the standing committees are addressed in the Bylaws. The exact functions would need to be spelled out. He noted drafts are being presented today for review and a meaningful discussion and adoption could take place at the next meeting.

Commissioner Garner expressed that he was the Chair of the Minority Participation committee, but was not clear on his role and responsibilities or the intent of the Minority Participation committee. He questioned why we were getting rid of the committee. Commissioner Barber noted that the Minority Participation committee was tasked with maximizing the opportunities for minority owned businesses to participate in Housing Authority contracting opportunities. They encourage minority participation by providing seminars and other outreach. Commissioner Barber further expressed that this was a procurement activity, so it would be moved to procurement and incorporated into our rules for the procurement process.

Commissioner Watkins noted that he had some thoughts on the timing of the nominations which he would provide in later discussion. Commissioner Barber thanked Mr. Scott and Ms. Randle for preparing the documents for Board dissemination. Vice-Chairman Banks asked that the committee reconsider the inclusion of the Minority Participation committee in an effort to be good stewards of the resources we allocate. The other matter would be the Policies and Procedures and the times that are a part of this document which would require at least two months filling an opening on the Board. He expressed that would be

too long and it would open the door for lobbying and would not do the organization any good. Chairman Banks further noted that he does not like the idea of self-nomination as this does not add value to the organization or the individual. Commissioner Barber took notes on the suggestions and said that further discussion would take place next month. Vice-Chairman Banks asked that the committee rethink the language.

Commissioner Garner noted that the Chair and Vice-Chair appoint the committee Chairs and is there a time limit. Chairman Biscanin explained that the Board Chair had the discretion of appointing Chairs to the committees as he/she deemed appropriate. He noted that if there is a concern, this should be provided to Jackie Randle and this would be passed on to the Bylaws committee for review. Vice-Chairman Banks further explained that committee Chairs serve at the discretion of the Board Chair and he has personal experience with this. Mr. Scott noted that should be put in the policies and procedures. Again, Commissioner Barber took notes and asked the Board to send ideas to Jackie Randle or him prior to the next board meeting.

#### Personnel

Vice-Chairman Banks noted that he needs to get with Chairman Biscanin to complete the contractual agreement with the Executive Director. Chairman Biscanin indicated there might be a new Chair after today. Vice-Chairman Banks noted that the current Chairman has unfinished business that would need to be addressed.

#### Development

Commissioner Watkins noted that the Development committee did not meet, but they did sign the agreement with the brokers regarding the maintenance facility, and a site visit took place with Jerry (Glavin). Commissioner Sykes asked if there was a meeting in the Juniper Gardens community a couple of months ago. Commissioner Watkins noted that an assessment took place, but not a meeting. Commissioner Garner noted that he believed a meeting may have taken place with the Historic Northeast Mid-town Association. He was not present at the meeting.

#### Resident Participation

Commissioner Wilson noted that Mr. Singleton opened the meeting of the United Resident Council which met on April 6, 2017. Mr. Singleton opened the meeting. They discussed coming up with a mission statement. Ms. Davis-Mays handed out copies of the following: clarification of policies, council of United Residents Bylaws, resident advisory board and CFRs. The Bylaws were discussed. Commissioner Sykes acted on Article II. Commissioner Wilson further explained that the United Resident Council is not truly united as it does not represent the

family sites or scattered sites. They want to change the Bylaws to include all of the residents. There was agreement by all in attendance that all the councils should be united. Commissioner Sykes has agreed to check on the wording in the membership section and get back to the council. The next training meeting will take place at Wyandotte Towers at 1pm.

The PHRC met on April 3, 2017 at 1pm. Ms. Davis-Mays opened the meeting at St. Margaret's Park. There were 14 in attendance. A luncheon and meeting is being provided by El Centro at 650 Minnesota Avenue in Kansas City, Kansas. The event is open to all Housing Authority Council staff. *A date was not given.* The Tenant Participation Committee is scheduled to meet with Commissioner Sykes and Wilson. Forms to ride the bus are being mailed out. Commissioner Wilson provided additional information in his written report.

Commissioner Wilson summed it all up to say that he has met with Commissioners Sykes and Garner to form a committee. Commissioner Sykes will Chair the committee, Commissioner Wilson will be Vice-Chair and Commissioner Garner will remain on the committee until his time is up on the Housing Authority Board.

Commissioner Barber began a discussion on the lack of representation from the family sites and the rules for membership on the council. Commissioner Wilson explained that the United Resident's Council has primarily focused on the high-rises and the other sites feel left out. He met with the President of the United Resident's Council to change the Bylaws to include representation from the family sites. Ms. Heath noted that scattered sites, family and elderly have always had their own boards. They do not all have representation from the scattered sites and they feel abandoned. *Commissioner McDonald asked that her proxy be given to Commissioner Watkins as she exited the meeting.* Commissioner Garner noted that he supports all residents and asked for further input from Commissioners Sykes and Wilson.

Commissioner Sykes explained that he has spoken with the Chair of the Housing Authority Board concerning his recommendation that he Chair the Resident Participation committee, with the understanding that the Chair must make the appointment. Commissioner Sykes further noted that this is the first time there are two residents on the Housing Authority Board and there is a consensus that he serve as Chair of Resident Participation committee and that Commissioner Wilson serve as the Vice-Chair. Commissioner Sykes cited his experience and that Commissioner Wilson would continue to make the monthly reports to the Board.

Secondly, Commissioner Sykes expressed concerns related to the United Resident's Council. He spoke about the jurisdictional authority to make appointments. He noted that questions came about when the new President took over the United Resident's Council and Ms. Davis-Mays asked for his input.

The URC is seeking to change the Bylaws to be representative of all the residents. To further clarify, Commissioner Garner asked if they want individual representation. Commissioner Sykes explained there are two entities and how they were designed to operate. Additionally, there is a monthly meeting held by Ms. Davis-Mays. All areas do not have representation and they are wanting to correct that. Discussion continued on how to involve all the residents with a jurisdictional-wide council. This Board would not need to take any action in this matter other than to recognize this body. Chairman Biscanin noted that good points were brought up today and he would ask the Executive Director to follow-up with Commissioners Sykes and Wilson, Ms. Davis-Mays and perhaps the URC.

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The following committees did not provide a report: Executive, Finance and Minority Participation.

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### **New Business Consent Item**

Chairman Biscanin called for a motion to approve the new business consent item. Vice-Chairman Banks made the motion to approve Resolution No. 3337. Commissioner Breitenstein seconded the motion and the following vote was recorded:

AYES: Banks, Barber, Biscanin, Breitenstein, Frey, Garner, Rhodes, Sykes, Warner, Watkins, Wilson

NAYS: None

ABSENT: McDonald

ABSTAIN: None

Motion carried.

Resolution No. 3337—authority to dispose of scrap metal weight.

This resolution authorizes the disposal of nine ranges and eight refrigerators which are identified by manufacturer serial numbers and PHA decal numbers. The value received will be determined by scrap metal weight.

**RESOLUTION NO. 3337—AUTHORITY TO DISPOSE OF SCRAP METAL.**

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Commissioner Watkins made a motion to approve the committee reports. Commissioner Rhodes seconded the motion and the following vote was recorded:

AYES: Banks, Barber, Biscanin, Breitenstein, Frey, Garner, Rhodes, Sykes, Warner, Watkins, Wilson  
NAYS: None  
ABSENT: McDonald  
ABSTAIN: None

Motion carried.

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Chairman Biscanin asked for a five minute recess and then a motion to go into Executive Session would follow.

Commissioner Rhodes made a motion to go into Executive Session for 30 minutes to discuss a legal matter. Mr. Scott and Mr. Sturdivan were present. Commissioner Watkins seconded the motion and the following vote was recorded:

AYES: Banks, Barber, Biscanin, Breitenstein, Frey, Garner, Rhodes, Sykes, Warner, Watkins, Wilson  
NAYS: None  
ABSENT: McDonald  
ABSTAIN: None

Motion carried. *Executive Session lasted from 1:55pm—2:24pm.*

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Chairman Biscanin noted the Board was back in Regular Session.

Commissioner Sykes made a motion to nominate Commissioner Watkins as Chairman of the Kansas City, Kansas Housing Authority Board of Commissioners. Commissioner Garner seconded the motion and the following vote was recorded:

AYES: Banks, Barber, Biscanin, Breitenstein, Frey, Garner, Rhodes, Sykes, Warner, Watkins, Wilson  
NAYS: None  
ABSENT: McDonald  
ABSTAIN: None

Motion carried.



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Newly elected Chairman Watkins thanked the Board for its vote, and he thanked outgoing Chairman Biscanin for his service. Chairman Biscanin noted that the time was right for new leadership and the Kansas City, Kansas is on the move. He mentioned new development around The University of Kansas Medical Center and how the new Chairman could use his real estate background to move the agency forward. He concluded that the agency is poised to continue to do great things in the community.

Vice-Chairman Banks made a motion to adjourn. Commissioner Rhodes seconded the motion and the following vote was recorded:

AYES: Banks, Barber, Biscanin, Breitenstein, Frey, Garner, Rhodes, Sykes, Warner, Watkins, Wilson

NAYS: None

ABSENT: McDonald

ABSTAIN: None

Motion carried.

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John P. Biscanin, Chairman

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Milton Scott, Executive Director

# EXECUTIVE DIRECTOR'S REPORT

May 2017

1. **April 7 2017** KCKHA partnered with the Workforce Partnership to participate in its Work Based Learning program. The program offers a six- week internship in the public or private sector. The internship could be in the clerical or maintenance field:
  - Wages will be paid by Workforce Partnership via Dynamic Workforce Solutions.
  - Assignments are temporary.
  - The internships are aimed at candidates who possess minimal work experience in a particular occupation, or who may be undertaking a career change.
  - These assignments serve as work-based learning opportunities that allow candidates to accumulate valuable, hands-on, work experience in a specific occupation.

For employers, it offers an opportunity to acclimate potential employees to policies and work procedures specific to the occupation, their company and its unique work environment. For the duration of the work experience, the formal "employer-employee" relationship and all payroll functions are maintained and managed by Workforce Partnership. Workforce Partnership will manage time and recordkeeping duties to support placements that are paid assignments, and will supply necessary workers' compensation coverage mandate by law, as well. Internship assignments whether paid or unpaid do not offer fringe benefits, any form or variation of paid time-off (i.e., vacation, holiday, sick), or overtime pay.

2. **April 24 2017** HUD Field office notified KCKHA that the owner of Oakwood Gardens in Kansas City, Kansas, is opting out of its contract with HUD's Office of Multi-Family Housing. There are ten (10) residents eligible for the enhanced Housing Choice Vouchers. As this property is in our jurisdiction, HUD offered KCKHA the opportunity to administer these enhanced vouchers. We currently have tenants on the Section 8 program residing at Oakwood Gardens. The target date for this conversion is May 31, 2017. Number of enhanced vouchers occupied and unoccupied units by bedroom size - as of 04/18/2017:
  - 4 - One Bedroom occupied units;
  - 4 - Two Bedroom occupied units; and
  - 2 - Two Bedroom unoccupied units.

There are 50 total units at Oakwood Gardens. The breakdown is a follows:

- ✓ Ten (10) enhanced vouchers
- ✓ Fifteen (15) currently on the Section 8 program
- ✓ Twenty-five (25) are unassisted units

3. **April 25 2017** KCKHA wrote a letter of support on behalf of Wyandot Center for Community Behavioral Healthcare (WCCBH) for a grant from the Kansas Housing Resources Corporation (KHRC) for Tenant Based Rental Assistance program (TBRA) funding. Wyandot Center provides permanent housing as part of the recovery process for people with mental illness who are homeless and/or reentering the community from incarceration. Currently Wyandot Center serves 18 individuals through the TBRA program.

# EXECUTIVE DIRECTOR'S REPORT

*(continued)*

**May 2017**

4. 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

**Kansas City, Kansas Housing Authority  
Statement of Funds Available  
For the Period Ended April 30, 2017**

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Description	Rate <sup>(a)</sup>	Maturity Date	Amount	Bank
General Fund Account	0.15%		\$803,108.26	Liberty
Payroll Account	0.00%		\$7,338.06	Liberty
ACH Pymt Account	0.15%		\$2,425.22	Liberty
Rent Depository Account	0.15%		\$1,321,190.80	Brotherhood
Rent Bank Deposit Accounts	0.75%		\$130,251.85	Various
Homeless Prevention Program	0.75%		\$5,494.51	Brotherhood
Sponsorship Program	0.75%		\$20,754.03	Brotherhood
Section 8 Checking	0.00%		\$196,025.41	Brotherhood
EPC Replacement Reserve Acct	0.15%		\$38,581.08	Liberty
Community Hsg Inv Group			\$227,143.53	Liberty
KCKHA Debt Service Account			\$931,679.16	Deutsche Bank
CD#33674	0.77%	02/27/18	\$500,000.00	Liberty
CD#120245349	0.50%	08/26/17	\$500,000.00	Brotherhood

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(a) Represents Rates as of May 12, 2017 provided by Banks.

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



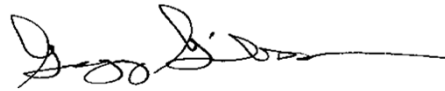
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Gregg Gibson  
Director of Finance

**Kansas City, Kansas Housing Authority  
Delinquency in Accounts Receivable  
For the Month of April 2017**

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	<b>Rent &amp; Other Charges</b>	<b>Repayment Agreements</b>	<b>Net Total</b>
Accounts Receivable (Amounts Delinquent)	\$29,856.53	(\$12,107.97)	\$17,748.56
Total Charges to Tenants for Month			\$416,772.91
Delinquency Ratio			4.26%
Petitioned to Court Last Month ( <i># of Summons Issued</i> )			25
Praecipes Issued ( <i># on Setout List</i> )			11
Evictions ( <i># Set Out</i> )			4
Pending Evictions ( <i># Placed on Hold</i> )			1



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Gregg Gibson  
Director of Finance

Schedule C - Expenses Over \$1,000

**Kansas City, Kansas Housing Authority**

Payments Over \$1,000.00

For The Month of APRIL'17

**\*CONTRACT COSTS\***

Titan Protection & Consulting \$8,131.80

**\*MAINTENANCE COSTS\***

Able Auto Service \$1,054.38  
Booney's Lawn Service \$5,635.00  
Carpet Corner Inc. \$2,586.70  
Carpet Corner Inc. \$1,181.25  
Cedar Creek LLC \$2,641.88  
Cintas Fire \$19,357.74  
Crime Scene Cleaners, Inc \$1,250.00  
Deffenbaugh Industries Inc. \$4,851.32  
Donisha Henderson dba \$2,100.00  
Home Depot Supply \$3,623.85  
Lippert Mechanical Serv Corp \$13,800.00  
Lippert Mechanical Serv Corp \$1,318.35  
Lowe's \$1,722.60  
Maintenance USA \$1,661.50  
Maintenance USA \$1,439.92  
Minnesota Elevator, Inc. \$4,413.34  
Minnesota Elevator, Inc. \$1,983.00  
Minnesota Elevator, Inc. \$1,934.00  
Oscar's Maintenance Service Corp., LLC \$3,365.00  
Oscar's Maintenance Service Corp., LLC \$1,860.00  
Oscar's Maintenance Service Corp., LLC \$1,340.00  
PCS \$2,079.14  
Precision Plumbing & Construct., Inc \$11,075.00  
Precision Plumbing & Construct., Inc \$1,301.00  
Precision Plumbing & Construct., Inc \$4,620.00  
Sherwin-Williams Co. \$5,682.37  
Sherwin-Williams Co. \$4,291.27  
Stanion Wholesale Electric \$2,097.65  
Stanion Wholesale Electric \$1,074.00  
Supplyworks \$3,015.13  
Three Sons Construction \$8,450.00  
Three Sons Construction \$8,275.00

Schedule C - Expenses Over \$1,000

**Kansas City, Kansas Housing Authority**

Payments Over \$1,000.00

For The Month of APRIL'17

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

Three Sons Construction	\$3,100.00
Three Sons Construction	\$3,100.00
Ultra-Chem Inc	\$1,160.21
Zep Manufacturing Co.	\$1,736.01

**\*MISCELLANEOUS COSTS\***

AT&T	\$6,387.49
Kinkos Fedex	\$6,031.70
Mike Price	\$1,912.50
New Directions	\$1,041.64
Online Information Services	\$1,754.00
Staples Advantage	\$2,594.35
Utility Management Services	\$1,800.00

**\*OTHER GRANT COSTS\***

Archetype Design Group Inc	\$5,940.20
Frye Construction Co. Inc	\$129,840.00
Insite Planning LLC	\$4,648.00
R.F. Fisher Electric Co.	\$162,080.97

**\*PAYROLL COSTS\***

AETNA	\$90,359.28
AFLAC Premium Holding	\$2,728.74
Colonial Life & Accident	\$5,000.03
Delta Dental	\$4,575.02
Kansas Payment Center	\$1,034.34
Kansas Payment Center	\$1,034.33
KPERS Retirement System	\$28,409.13
KPERS Retirement System	\$28,188.00
Nationwide Retirement	\$3,201.08
Nationwide Retirement	\$3,151.08
UMB Health Savings Acct.	\$3,783.50
UMB Health Savings Acct.	\$3,783.50
W. H. Griffin Trustee	\$1,077.24

Schedule C - Expenses Over \$1,000

**Kansas City, Kansas Housing Authority**

Payments Over \$1,000.00

For The Month of APRIL'17

**\*INTERBANK TRANSFERS\***

Liberty Gen Fund to Payroll Transfers	\$183,000.00
Liberty Gen Fund to Payroll Transfers	\$177,100.00
Bank of Labor Gen Fund to Liberty Gen Fund	\$500,000.00
Liberty Gen Fund to ACH Transfers	\$35,400.00
Liberty Gen Fund to ACH Transfers	\$35,100.00
Liberty Gen Fund to ACH Transfers	\$1,750.00
Liberty Gen Fund to ACH Transfers	\$5,000.00

**\*UTILITIES COSTS\***

Board of Public Utilities	\$73,163.66
Board of Public Utilities	\$49,972.06
Board of Public Utilities	\$36,402.41
Board of Public Utilities	\$24,047.37
Constellation New Energy	\$10,742.36
Kansas Gas Service	\$18,324.51
Kansas Gas Service	\$10,132.95
Kansas Gas Service	\$4,669.46




Gregg Gibson  
Director of Finance



**Kansas City, Kansas Housing Authority**  
**Operating Receipts and Expenditures**  
**For Period Ending April 30, 2017**

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Due to the process of completing the FYE March 31, 2017 operating statements and submission to HUD, we have not prepared financial reports for the first month of the new fiscal year beginning April 1. These April reports, along with the complete financial statements for the March 31, 2017 fiscal year, will be presented to the board at its Annual Meeting on June 15, 2017. We appreciate your understanding on the timing of this delay.



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Gregg Gibson  
Director of Finance

**KANSAS CITY, KANSAS HOUSING AUTHORITY  
 MAINTENANCE REPORT  
 FOR THE MONTH OF APRIL 2017**

**CUSTOMER SERVICE & SATISFACTION SURVEY - APRIL 2017**

Date	Vacant Unit Work Orders	Service Work Orders	Work Orders Closed	Residents Contacted	Favorable	Unfavorable	No Response
04/03/17	60	12	72	4	4	0	8
04/04/17	105	12	117	5	5	0	7
04/05/17	80	6	86	3	3	0	3
04/06/17	66	7	73	3	3	0	4
04/10/17	64	13	77	6	6	0	7
04/11/17	70	8	78	4	4	0	4
04/12/17	74	8	82	3	3	0	5
04/13/17	86	7	93	4	4	0	3
04/17/17	67	9	76	3	3	0	6
04/18/17	87	21	108	9	9	0	12
04/19/17	106	11	117	4	4	0	7
04/20/17	68	8	76	4	4	0	4
04/21/17	60	12	72	6	6	0	6
04/24/17	136	7	143	3	3	0	4
04/25/17	121	13	134	6	6	0	7
04/26/17	57	9	66	3	3	0	6
04/27/17	46	12	58	5	5	0	7
04/28/17	43	5	48	2	2	0	3
<b>TOTAL</b>	<b>1,554</b>	<b>180</b>	<b>1,734</b>	<b>84</b>	<b>84</b>	<b>0</b>	<b>96</b>

(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 47% of the service work orders completed
- (b) No Response 53% 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	113	53	166
Units in Mod	0	0	0
Fire Units	0	0	0
Rentable Units	113	53	166
Move-Ins	17	19	36
Move-Outs	15	15	30
Units Available	9	12	21
Units Readied in APR	17	26	43

REPORT F

April 2017 Occupancy Report

PROJECT	TOTAL UNITS	OCCUPIED UNITS	VACANT UNITS	% OCCUPIED CURRENT	% OCCUPIED PRIOR
K1-1 *(3) JUNIPER GARDENS	265	217	48	82%	82%
K1-2 ST. MARGARETS PARK	100	88	12	88%	91%
K1-3 CYRUS K. HOLIDAY	60	57	3	95%	85%
K1-4*(1) WYANDOTTE TOWERS	302	289	13	96%	93%
K1-5*(2) BELROSE MANOR	90	85	5	94%	88%
K1-6 Elderly DOUGLAS HEIGHTS	101	92	9	91%	92%
K1-6 Family DOUGLAS HEIGHTS	99	87	12	88%	90%
K1-7 SCATTERED SITES	24	17	7	71%	50%
K1-9 SCATTERED SITES	30	30	-	100%	100%
K1-10 *(2) SCATTERED SITES	42	36	6	86%	79%
K1-11 GRANDVIEW PARK	39	38	1	97%	97%
K1-12 CHALET MANOR	66	53	13	80%	85%
K1-13 WELBORN VILLA	80	79	1	99%	99%
K1-14 BETHANY PARK TOWERS	153	144	9	94%	95%
K1-15 *(3) SCATTERED SITES	20	17	3	85%	85%
K1-17 GLANVILLE TOWERS	108	102	6	94%	94%
K1-18 ROSEDALE TOWERS	122	117	5	96%	95%
K1-20* WESTGATE TOWERS	163	155	8	95%	96%
K1-21 SCATTERED SITES	8	6	2	75%	88%
K1-22 WESTGATE VILLA	20	19	1	95%	95%
K1-23 SCATTERED SITES	38	38	-	100%	100%
K1-24 PLAZA TOWERS	115	114	1	99%	99%
K1-25 SCATTERED SITES	12	11	1	92%	92%
Sub-Total before Adjustments	2,057	1,891	192	92%	90%
Less: # of Deprogrammed Units	31		31		
Less: # of Units Under Modernization	11		11		
<b>Total Units Available for Occupancy</b>	<b>2,015</b>	<b>1,891</b>	<b>150</b>	<b>94%</b>	<b>93%</b>

(\* ) Modernization units

## **MODERNIZATION AND DEVELOPMENT REPORT MAY** **2017**

### **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. The Actual Modernization Cost Certificate has been prepared and sent to HUD to close out this program.

### **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. The Actual Modernization Cost Certificate has been prepared and sent to HUD to close out this program.

## **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 and lighting. K1-20 Westgate Tower Interior Modernization (Phase III, Floors 4, 5 and 6).

## **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; K1-20 Westgate Tower Interior Modernization Phase IV, Floors 1, 2 & 3.

## **K1-54 SCATTERED SITES(15), PLAYGROUND REPLACEMENT**

Bids closed on March 29<sup>th</sup>, 2016. The Board rejected the bid received for this project at the April 21<sup>st</sup>, 2016 meeting. This project was divided into the concrete work and the playground equipment purchase and installation. Three bids were received for the concrete work and three bids were received for the playground equipment purchase and installation. The low bidder for the concrete work is McConnell & Associates Corp., with a bid of \$27,157.00. The low bidder for the playground equipment purchase and installation is Fry & Associates Inc., with a bid of \$36,735.00. Both bids were below \$75,000 and therefore did not require board approval. Contracts were awarded. Pre-construction meeting was held on 7.14.16. Playground equipment, surface installation and concrete sidewalk installation is complete and has been inspected. Sodding of disturbed area is pending weather permitting. Punch list items and closeout are pending.

## **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 2015 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.

The following project is complete: K1-57 Westgate Tower(20), Window Improvement; K1-54 Scattered Sites (23), HVAC Improvements

## **2015 Emergency Safety and Security Grant**

The Housing Authority applied for and was awarded an Emergency Safety and Security Grant. The funding amount for this grant is \$297,750.00. The ACC Amendment was received from HUD and executed by the Housing Authority and submitted to HUD. This funding will be used for security camera improvements at four of our tower developments: Wyandotte Tower, Bethany Park Tower, Douglas Heights, and Westgate Tower.

**K1-55, Wyandotte Tower, K1-56 Bethany Park Tower and Douglas Heights High-rise, and K1-57, Westgate Tower Security Camera Improvement.**

Bids closed on May 3<sup>rd</sup>, 2016. The Board authorized the contract at the May 19<sup>th</sup>, 2016 meeting. Preconstruction meeting was held on June 6<sup>th</sup>, 2016. Notice to Proceed was issued on September 12<sup>th</sup>, 2016. Equipment/conduit installation is complete. Punch items are pending. Training was held the week of March 20<sup>th</sup>, 2017 involving designated employees. Punch list items and final closeout is pending.

**CAPITAL FUND PROGRAM 2016**

The funding amount for this program is \$2,910,265.00. The public hearing and final budget were presented to the residents on December 2<sup>nd</sup>, 2015. The Capital Fund Program 2016 was approved at the December 17<sup>th</sup>, 2015 Board meeting. Approval of the 2016 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.

RESIDENT INITIATIVE REPORT

MAY 2017

SUBMITTED BY

SHARRON DAVIS-MAYS

SELF-SUFFICIENCY COORDINATOR

On Tuesday April 4, 2017 the Public Housing Resident Council met. There were a total of 14 residents in attendance. Commissioner Alvin Sykes along with Commissioner Charles Wilson were the speakers. Commissioner Sykes spoke on the budget cuts from Washington D.C. Commissioner Charles Wilson spoke on tenant retention on what each resident council and resident association can do to with the retention of residents.

On Thursday April 6, 2017 resident leaders met at Plaza Towers to assist the United Council of Resident to help with restructuring their by-laws. Mr. Oliver Singleton, the current president of the United Council of Residents, indicated that the goal is to bring both the high-rises and the family sites together as one. Mr. Singleton stated that to be a real United Council of Residents we must have input from the family sites instead of just the high-rises.

On April 12, 2017 I attended a workshop at El Centro on Clean Air. This workshop was held for community leaders to become aware of diesel immersion that pollutes the air in areas where there are low income families. The workshop was hosted by El Centro and the local NAACP.

On Monday April 17, 2017 we were notified that two of our young people won in each of their categories for the Kansas NAHRO Poster Contest "What Home Means to Me." Congratulations to Alize Jackson who is junior at Sumner Academy of Arts and Sciences, and Daleece Gladney who is in the 7<sup>th</sup> grade and attends Holy Name School. Their posters will move on in the regional competition in June at Southwest NAHRO in Texas. Our new Chairman of the Board Commissioners, Matt Watkins, sent notes to the winners for a job well done. Both young people received a \$25 Visa gift cards for their work.

On Wednesday April 19, 2017 I met with 20 residents at Westgate Towers to work toward restoring their resident council.

On Thursday April 27, 2017; 18 resident leaders attended a workshop at El Centro on Clean Air. This workshop was hosted by El Centro and the local NAACP. Mr. Richard Mabion the current President of the NAACP was the facilitator for this event.

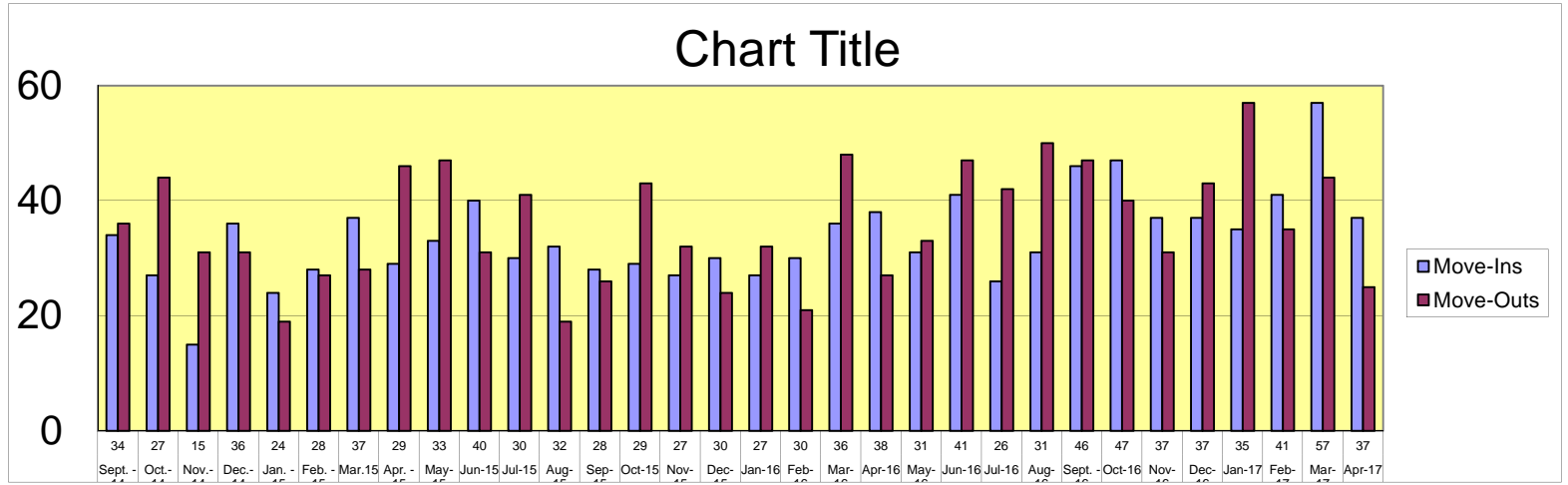


**Report I****Section 8 Monthly Units and HAP Payments**

<b>Month</b>	<b>Year</b>	<b>Units</b>	<b>HAP</b>
January	2015	1377	681,315
February	2015	1364	672,291
March	2015	1359	670,315
April	2015	1355	672,090
May	2015	1366	687,573
June	2015	1382	717,840
July	2015	1419	753,465
August	2015	1467	786,044
September	2015	1458	770,764
October	2015	1458	784,914
November	2015	1455	790,383
December	2015	1436	782,547
January	2016	1443	795,396
February	2016	1423	794,625
March	2016	1425	797,410
April	2016	1427	796,418
May	2016	1424	806,373
June	2016	1432	816,641
July	2016	1423	817,456
August	2016	1428	842,513
September	2016	1425	835,530
October	2016	1424	842,208
November	2016	1436	847,693
December	2016	1459	867,016
January	2017	1464	878,579
February	2017	1474	883,557
March	2017	1462	891,001
April	2017	1475	887,533
May	2017	1456	899,588

Kansas City, Kansas Housing Authority  
Move-Ins and Move-Outs - Sept 2014 - April 2017

Month	Move-Ins	Move-Outs
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
Dec-15	30	24
Jan-16	27	32
Feb-16	30	21
Mar-16	36	48
Apr-16	38	27
May-16	31	33
Jun-16	41	47
Jul-16	26	42
Aug-16	31	50
Sept. -16	46	47
Oct-16	47	40
Nov-16	37	31
Dec-16	37	43
Jan-17	35	57
Feb-17	41	35
Mar-17	57	44
Apr-17	37	25



KANSAS CITY KANSAS HOUSING AUTHORITY  
BOARD OF COMMISSIONERS MEETING  
May 18, 2017

New Business Consent Item:  
**Resolution Number 3338**

**BACKGROUND:**

Section 8 Management Assessment Program (SEMAP) is a self-assessment of how a Section 8 program is functioning. SEMAP enables HUD to identify capabilities and deficiencies related to the administration of the Section 8 program. There are 13 Indicators on which you assess your program. Each Indicator has a point value and there are a total of 135 points possible.

HUD has three performance categories. Those categories are: High Performer- 90% or above, Standard Performer- 61-89%, or Troubled Performer- 60% or below. Our previous scores by year, confirmed by HUD are: **2003-75%; 2004-96%; 2005-92%; 2006-81%; 2007-85%; 2008-100%; 2009-96%; 2010-100%; 2011-100%; 2012-100%, 2013-100%; 2014-100%; 2015-85%; 2016-100%.**

**CURRENT ISSUE:**

Attached is the SEMAP Certification for the FYE 03-31-17. HUD requires the certification to be submitted no later than 60 days after the end of the fiscal year, which would be by the close of business (COB) on May 31, 2017 for our agency. Upon approval of the attached resolution, the certification will be submitted electronically to HUD. From the results of our self-audit, we expect to earn the following number of points in each category. Our 100% will place us in the High Performer category.

<b>Indicator #</b>	<b>Category</b>	<b>Maximum Points Possible</b>	<b>KCKHA Expected Points</b>
Indicator 1	Selection from Waiting List	15	15
Indicator 2	Reasonable Rent	20	20
Indicator 3	Determination of Adjusted Income	20	20
Indicator 4	Utility Allowance Schedule	5	5
Indicator 5	HQS Quality Control Inspections	5	5
Indicator 6	HQS Enforcement	10	10
Indicator 7	Expanding Housing Opportunities	5	5
Indicator 8	Payment Standards	5	5
Indicator 9	Annual Reexaminations	10	10
Indicator 10	Correct Tenant Rent Calculations	5	5
Indicator 11	Pre-Contract HQS Inspections	5	5
Indicator 12	Annual HQS Inspections	10	10
Indicator 13	Lease-Up	20	20
	<b>TOTAL</b>	<b>135</b>	<b>135</b>

**BOARD ACTION:**

Approve Resolution 3338, it Appropriate.

The Board of Commissioners hereby gives approval for Section 8 Management Assessment program (SEMAP) Certification.

**RESOLUTION NUMBER 3338**

**AUTHORITY TO APPROVE THE SECTION 8 MANAGEMENT ASSESSMENT PROGRAM  
CERTIFICATION FOR FYE MARCH 31, 2017**

**BE IT RESOLVED** by the Board of Commissioners of the Housing Authority of Kansas City, Kansas approves the SEMAP certification for FYE March 31, 2017 and authorizes staff to submit the SEMAP Certification to HUD.

**NOW, THEREFORE**, by the Board of Commissioners does hereby approve Resolution 3338.