



Agenda

Housing Authority of the City of Kansas City, Kansas

Regular Meeting

Thursday, January 17, 2019
12 noon

Administration Office
1124 N. 9th Street

- I. Roll Call
- II. Approval of the Minutes
Regular Board Meeting December 20, 2018
(Pages 1—9)
- III. Executive Director's Report
(Pages 10—28)
- IV. Committee Reports
- V. Receive Comments from Tenants and Public
Note: The Board will receive public comments during the meeting. Any member of the public wanting to comment on an agenda item or topic not included on the agenda may do so at this time. The Chairman will set a time limit to accommodate all potential speakers.
- VI. Old Business Consent Item: None
- VII. New Business Consent Item:
 - A. Resolution No. 3393 Authority to Dispose of Scrap Metal
(Pages 29—30)
- VIII. New Business Discussion Item: None
- IX. Adjournment

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

Thursday, December 20, 2018
12 noon

Administrative Bldg.
1124 N. 9th Street

On the 20th day of December 2018 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 Watkins, and upon roll call, the following members of the body were present:

Matt Watkins, Chairman
Rev. Jimmie L. Banks, Vice-Chairman
Rachel Jefferson (via conference call)
Don Jolley, Commissioner
P. Anne McDonald, Commissioner
Timothy J. Rhodes, Commissioner (via conference call)
Alvin Sykes, Commissioner
Cardelia Walker, Commissioner
Linda Warner, Commissioner
Charles Wilson, Commissioner

ABSENT: Jacques Barber, Commissioner
Denise Tomasic, Commissioner

ALSO PRESENT: Milton Scott, Executive Director
Anwar Crockett, Asst. Director of Housing Management
Cherrie Escobar, Director of Section 8
Melinda Linnell, Director of Housing Management
Julio Marino, Jr., User Support/Inventory Clerk
Sharron Davis-Mays, Self-Sufficiency Coordinator
Benice Meeks, Director of Finance
Jacqueline D. Randle, Executive Services Manager
Veronica Sanders, Financial Analyst
Anthony J. Shomin, Director of Facilities Management
Holly Duff, Wyandotte Towers' President

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

Chairman Watkins noted that Commissioner Rhodes has a limited amount of time to participate in the meeting. As a result, approval of the minutes and the Executive Director's report would still go first, but New Business Discussion

Items, Resolution Nos. 3391 and 3392, would be moved up on the agenda and go before the committee reports.

Chairman Watkins asked for a motion to approve the minutes. Vice-Chairman Banks made a motion to approve the minutes of November 15, 2018. Commissioner Warner seconded the motion and the following vote was recorded:

AYES: Banks, Jefferson, Jolley, McDonald, Rhodes, Sykes, Walker, Warner, Watkins, Wilson

NAYS: None

ABSENT: Barber, Tomasic

ABSTAIN: None

Motion carried.

Executive Director's Report

- Mr. Scott referred the Board to pages 6—22 for the written Executive Director's report as listed in the December 20, 2018 board packet.
- Mr. Scott noted that in addition to his report there are attached reports from staff.
- Handouts were also provided to each Board member with a table of contents attached.
- The Section 8 Department held an appreciation meeting with private landlords where Chairman Watkins was the speaker.
- A Finance committee report, the Resident Council annual holiday meeting notice, Section 8 waiting list and Occupancy Report are included in the handouts.

New Business Discussion Items

Resolution No. 3391—approving security and monitoring services at K1-55 Wyandotte Tower, was introduced.

Mr. Shomin noted that an RFP for security services was prepared for Wyandotte Towers. One bid was received from Vets Securing American, Inc. A committee scored the bid and it was found to be competitive with what we are currently paying for security services. Mr. Shomin recommended that the Board approve Resolution No. 3391. Upon questioning from Vice-Chairman Banks, Mr. Shomin indicated that the references were favorable. Commissioner Rhodes asked why Titan, the current provider, did not respond. Ms. Linnell indicated Titan was having personnel issues and did not think they could cover the shifts. Vets is a firm based out of Texas, but they have a local office in Kansas City, Missouri.

Commissioner Warner made a motion to approve Resolution No. 3391. Commissioner Sykes seconded the motion and the following vote was recorded:

AYES: Banks, Jefferson, Jolley, McDonald, Rhodes, Sykes, Walker, Warner, Watkins, Wilson

NAYS: None

ABSENT: Barber, Tomasic

ABSTAIN: None

Motion carried.

Resolution No. 3391—Approve Security and Monitoring Services at K1—55 Wyandotte Towers.

Resolution No. 3392—authorizing the receipt of donations of real estate or other property to the Kansas City, Kansas Housing Authority, was introduced.

Mr. Scott noted there was no procedure or policy in place for the Housing Authority to receive donations of real estate or other affordable properties. Resolution No. 3392 will create a mechanism for the receipt of these donations. Discussions have been held with other entities, such as CHIG, as it relates to having a policy governing the receipt of real estate. Commissioner Rhodes added that donations of real estate would be funneled through CHIG to satisfy tax implications. Revenue generated from this property could be used on our other properties. This would provide creative ways of generating revenue without the current limitations. It would also add inventory and serve the community. Commissioner Jefferson discussed having a clear title. Commissioner Rhodes noted that the title would be reviewed before taking possession of the property. Commissioner Jefferson also discussed getting an EPA Phase One completed on these properties. Commissioner Rhodes indicated this would be done when prudent to do so. Chairman Watkins further explained that we may not be required to do an EPA Phase One if we are not using federal funds. Vice-Chairman Banks noted we should scrutinize the *gifts*. Ms. Scott noted that a matrix tool would be used to vet the properties. Commissioner Wilson asked

how the property would be used. Chairman Watkins noted the properties could be rented or sold. We are looking at single-family homes, but would look at what comes available. The Board continued to discuss how the properties would be best utilized. Commissioner Rhodes summarized that we would be able to generate additional revenue with these acquisitions as reviewed through the Development Committee. Vice-Chairman Banks asked about the expertise needed in selecting these properties. Mr. Scott noted we would use our Board and CHIG's expertise along with bringing someone on to assist us. Priorities would be determined by the Board under guidance of the Development Committee. Commissioner Jolley questioned if this was standard procedure. Chairman Watkins noted this is being done in other communities and would utilize our non-profit. Commissioner McDonald noted this concept is new to the Board, but has been discussed in committee for at least a year or more.

Commissioner McDonald made a motion to approve Resolution No. 3392. Commissioner Jolley seconded the motion and the following vote was recorded:

AYES: Banks, Jefferson, Jolley, McDonald, Rhodes, Sykes, Walker, Warner, Watkins, Wilson

NAYS: None

ABSENT: Barber, Tomasic

ABSTAIN: None

Motion carried.

Resolution No. 3392—Authorizing the Receipt of Donations of Real Estate or Other Property to the Kansas City, Kansas Housing Authority.

Committee Reports

Chairman Watkins called for committee reports.

Bylaws

Commissioner Barber was not present.

Finance

Commissioner McDonald provided a written report. She noted that time was spent discussing employee health insurance and the audit. She explained that while Ms. Meeks has done a super job, she has decided to step back from the director level of responsibility and resume the assistant director position. The agency has advertised for a new director. Chairman Watkins thanked Ms. Meeks

for her time as finance director. Ms. Meeks thanked the Board for the privilege and is looking forward to being the assistant again. Commissioner McDonald mentioned the anticipated subsidy amount and noted the agency was being conservative. Ms. Meeks noted that the subsidy is 95 percent this year. The Finance committee will meet jointly with the Development committee at 3 p.m. on January 9, 2019.

Inclusion and Public Information

Commissioner Warner noted they did not meet this month, but are scheduled to meet on January 28, 2019.

Personnel

Vice-Chairman Banks noted they did not meet. He advised that there were no comments received on the review of the Personnel Policy. Therefore, the policy is ready to be distributed to staff.

Development

Commissioner Rhodes was no longer on the conference call. Chairman Watkins reminded the Board that the Development committee would meet jointly with the Finance committee on January 9, 2019. There is a resolution on the agenda for the donation of property that has already been voted on. Mr. Scott added that Mr. Shomin has provided a report on the Capital Funds Program. Chairman Watkins noted that the maintenance facility and new office financing will be discussed next month during the joint meeting. He and Mr. Scott will meet with the bond council and also met with the bank this last week.

Resident Participation

Commissioner Wilson did not provide a report this month as they did not meet. He read a brief statement indicating the resident commissioner is the best person to represent the residents. He indicated the resident commissioner would be more responsive to the needs of the residents. Commissioner Wilson provided a written statement to be reflected in the minutes.

CHIG

Chairman Watkins noted that CHIG would hold its quarterly meeting in January.

Public Comments

Chairman Watkins asked for comments from the public. Ms. Holly Duff, Wyandotte Towers, provided the following comments: She noted that lights are out around Wyandotte Towers. The sidewalks did not get shoveled during the last snow storm. She asked the Board to work on some of the old projects before taking on new projects. She indicated there are leaks in the building that need to be addressed. She asked that they work on preventing this from happening like the situation with the elevators. While they are dealing with the elevators, it makes it hard on the tenants and all they hear is to be patient. Ms. Duff asked the Board to think about the rent-paying tenants when they are making decisions. She noted a couch needs to be removed from the lobby which is infested with bed bugs and roaches. She asked that the items mentioned get addressed.

Chairman Watkins asked if there were any other comments. He then thanked Ms. Duff.

Old Business Consent Items

Commissioner Warner made a motion to approve Resolution Nos. 3386—3388. Commissioner McDonald seconded the motion and the following vote was recorded:

AYES: Banks, Jefferson, Jolley, McDonald, Sykes, Walker, Warner, Watkins, Wilson

NAYS: None

ABSENT: Barber, Rhodes, Tomasic

ABSTAIN: None

Motion carried.

Resolution No. 3386, amending the Admissions and Continued Occupancy Plan (ACOP).

This information was presented last month to be voted on this month. This resolution requests that the Board amend the Admissions and Continued Occupancy Plan (ACOP). Amendments are being made to Chapters 4 and 14; along with amendments to the maintenance charges. Residents and the public were provided with a 30-day comment period. No comments were received.

RESOLUTION NO. 3386—AMEND THE ADMISSIONS AND CONTINUED OCCUPANCY PLAN (ACOP).

Resolution No. 3387, approving the Kansas City, Kansas Tenant Grievance Procedure.

Similar to Resolution No. 3386, this resolution was presented to the Board last month and is being voted on this month. This resolution requests that the Board approve the Kansas City, Kansas Tenant Grievance Procedure. As required by federal regulations, public housing residents are entitled to due process when an adverse decision is made against them. From time to time, modifications are made to the regulations that permit some discretion to PHAs where state law provides due process for evictions. The tenant grievance procedure needs to be updated to reflect changes to the agency policy. The agency is not required to grant a hearing to public housing tenants for nonpayment of rent, illegal drug activity or violent crimes. Residents and the public were provided a 30-day comment period. No comments were received.

RESOLUTION NO. 3387—APPROVE KANSAS CITY, KANSAS TENANT GRIEVANCE PROCEDURE.

Resolution No. 3388, approving the annual utility allowance adjustment utility rate changes—effective January 1, 2019.

This resolution was also presented last month to be voted on this month. Resolution No. 3388 requests Board approval for utility allowance adjustments effective January 1, 2019. The housing authority makes utility allowances for residents who pay their own utilities. The resident receives a rent reduction based on the utility allowance adjustment. Seven of our properties are not included in the average as they do not pay utilities. An allowance can be made for households with excessive usage due to medical equipment. Changes in the utility allowance are proposed based on consumption and utility rates provided by Johnson Controls as reflected in the Energy Performance Contract. Residents and the public were given 30 days to make comments. No comments were received.

RESOLUTION NO. 3388—APPROVE ANNUAL UTILITY ALLOWANCE ADJUSTMENT UTILITY RATE CHANGES—EFFECTIVE JANUARY 1, 2019.

New Business Consent Items

Commissioner Warner made a motion to approve Resolution Nos. 3389 and 3390. Vice-Chairman Banks seconded the motion and the following vote was recorded:

AYES: Banks, Jefferson, Jolley, McDonald, Sykes, Walker, Warner, Watkins, Wilson

NAYS: None

ABSENT: Barber, Rhodes, Tomasic

ABSTAIN: None

Motion carried.

Resolution No. 3389, authorizing Certifications of Compliance with PHA Plans and Related Regulations and required Civil Rights Certification.

This is HUD Form 50077-ST-HCV-HP which is submitted to HUD annually. This resolution authorizes the submission of the 2019—2023 CFP 5-Year Plan and the 2019 Annual PHA Plan for the fiscal year beginning April 1, 2019.

RESOLUTION NO. 3389—AUTHORIZING CERTIFICATION OF COMPLIANCE WITH PHA PLANS AND RELATED REGULATIONS AND REQUIRED CIVIL RIGHTS CERTIFICATION.

Resolution No. 3390—Authorizing PHA Certification of Compliance and Approval of the 2019 PHA Annual Plan and the 2019 Capital Fund Program (CFP) Five-Year Plan.

PHAs are required by HUD to submit an Annual Plan and agencies participating in the Capital Fund Program (CFP) are required to submit a Five-Year plan outlining capital improvements. This agency utilizes a rolling five-year plan. Both plans require Board approval. The Five-Year plan seeks input from residents, management, and maintenance. There is also a needs assessment conducted on Housing Authority properties. The public was given a 45-day comment period and comments are listed in the 5-year plan as deemed feasible. Upon Board approval, the plans are submitted to HUD. Once approved by HUD and Congress decides on funding appropriations, the agency is notified of the amount of the 2019 CFP funding as provided by the Annual Contributions Contracts (ACC). Funds are then made available for obligation and expenditure which generally takes place mid-year.

RESOLUTION NO. 3390—AUTHORIZING PHA CERTIFICATION OF COMPLIANCE AND APPROVAL OF THE 2019 PHA ANNUAL PLAN AND THE 2019 CAPITAL FUND PROGRAM (CFP) FIVE-YEAR PLAN.

Chairman Watkins noted his appreciation for everyone's time and wished everyone a happy holiday. The meeting was adjourned.

Matt Watkins, Chairman

Milton Scott, Executive Director

Executive Director's Report

January 17, 2019

1. **December 3, 2018** Cherrie Escobar, Section 8 Director and I hosted a meeting with both U.S. Department of Housing and Urban Development (HUD) and Unified Government of Wyandotte County/Kansas City, Kansas (UG) staff about Rosedale Ridge property in Kansas City, Kansas. In attendance was Bruce Ladd, Region VII, Deputy Director; Daisy Parker, Resolution Specialist/Branch Chief, Southwest Region and other HUD Local Field Office staff; Melissa Sieben, Assistant County Administrator, Greg Talkin, Director/Neighborhood Resource Center and Wilba Miller, Director/Community Development Department of the UG. The meeting centered around the possibility of the owners of Rosedale Ridge property's interest in redeveloping the current site with the possibility of offering units for Section 8 voucher holders. In the past, the UG cited the property owners for numerous inspection violations, and has concerns with the owner redeveloping on the same location. UG staff asked if HUD could confirm its intentions for the property. Ms. Parker indicated that HUD no longer has any affiliation with Rosedale Ridge property. The HAP contract was terminated due to the extensive physical issues and the HAP contract will not be replaced at this property. Ms. Parker also mentioned that she would provide a statement to the UG confirming HUD's current position regarding Rosedale Ridge property. The KCKHA Board will be provided with a copy of her statement.

Sharron Davis-Mays and I meet with Randy George, Co-Executive Director; Chanelle McKinley, Program Director and other Village Initiative staff. We discussed the renewing of our partnership and toured their facility at 27th and Quindaro Blvd., in Kansas City, Kansas. There was great interest in the possibility of a re-entry program partnership, as well as, children aging out of foster care.

2. **December 4, 2018** KCKHA staff and I attended the Public Housing Resident Council (PHRC) Christmas dinner held at Bethany Park Towers. KCKHA Staff did a brief presentation on the new Pay Online system. Sharron Davis-Mays received written feedback from the PHRC regarding the Resident Participation committee and chairmanship as outlined in the By-Laws' Policies and Procedures. Chairman Matt Watkins was present and spoke to the members.
3. **December 6, 2018** Sharron Davis-Mays and I attended the EnVision Center Economic Empowerment Summit II hosted by aSteam Village. The summit was held at Miracle Temple COGIC, 2100 Quindaro Blvd., in Kansas City, Kansas. Local HUD staff; KCKHA residents and commissioners Sykes, Walker and Wilson; and community partners participated in the event.
4. **December 19, 2018** Sharron Davis-Mays and I met with Christal Watson, Unified Government of Wyandotte County/Kansas City, Kansas; and John OBrien and Chenaye Sutton, American Indian Enterprise & Business Council (AIEBC) for collaboration efforts regarding resources for the proposed Section 3 Program MOU.

5. **December 21, 2018** I met with Craig Vandervort, HUD's Field Office, regarding KCKHA's Recovery Plan as part of the ongoing occupancy report.
6. The following monthly reports:
 - 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 Utilization Report
 - J. Monthly Move-in and Move-outs



Milton Scott
Executive Director

Kansas City, Kansas Housing Authority
Statement of Funds Available
For the Period Ended December 31, 2018

Description	Rate ^(a)	Maturity Date	Amount	Bank
General Fund Account	0.15%		\$834,223.64	Liberty
Payroll Account	0.00%		\$8,610.27	Liberty
ACH Pymt Account	0.15%		\$26,229.46	Liberty
Rent Depository Account	0.00%		\$1,233,645.62	Brotherhood
Rent Bank Deposit Accounts	0.75%		\$19,838.66	Various
Homeless Prevention Program	0.75%		\$5,530.85	Brotherhood
Sponsorship Program	0.75%		\$20,349.59	Brotherhood
Section 8 Checking	0.00%		\$246,939.65	Brotherhood
EPC Replacement Reserve Acct	0.15%		\$38,678.23	Liberty
Community Hsg Inv Group			\$619,988.69	Liberty
KCKHA Debt Service Account			\$568,283.81	Deutsche Bank
CD#120245349	1.49%	08/26/19	\$500,000.00	Brotherhood

(a) Represents Rates as of January 11, 2019 provided by Banks.

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



Benice A. Meeks
 Director of Finance

Kansas City, Kansas Housing Authority
Delinquency in Accounts Receivable
For the Month of December 2018

	Rent & Other Charges	Repayment Agreements	Net Total
Accounts Receivable (Amounts Delinquent)	\$246,033.86	(\$91,259.24)	\$154,774.62
Total Charges to Tenants for Month			\$494,533.91
Delinquency Ratio			31.30%
Petitioned to Court - None Processed in December			<u>0</u>
Praecipes Issued			<u>0</u>
Evictions			<u>0</u>
Pending Evictions			<u>0</u>



Benice Meeks
Director of Finance

Schedule C - Expenses Over \$1,000

Kansas City, Kansas Housing Authority

Payments Over \$1,000.00

For The Month of DECEMBER'18

CONTRACT COSTS

Titan Protection & Consulting	\$20,583.09
Titan Protection & Consulting	\$6,861.03

MAINTENANCE COSTS

Allison & Alexander, Inc	\$122,833.83
Arbor Masters Tree & Landscape	\$1,998.00
Best Plumbing Specialties Inc	\$1,227.24
Carpet Corner Inc	\$2,812.50
Carpet Corner Inc	\$1,968.75
Carpet Corner Inc	\$1,610.85
Donisha Henderson dba	\$1,050.00
Envirotech Heating & Cooling	\$1,950.00
Ferguson Enterprises Inc	\$1,121.12
Fire & Security Solutions	\$3,826.00
Frye Construction Co., Inc	\$9,770.00
General Electric Co	\$1,870.70
General Electric Co	\$1,561.76
Gold Star Flooring	\$2,140.00
Gold Star Flooring	\$1,760.00
Heath Sales & Service Inc	\$5,220.07
Home Depot Supply	\$3,904.06
Home Depot Supply	\$1,472.11
Jackson Reliable Painting	\$1,010.00
Johnstone Supply Co	\$1,347.48
Lawrence Pest Control	\$5,400.00
Lawrence Pest Control	\$5,377.50
Martin Mechanical Corporation	\$27,233.09
Martin Mechanical Corporation	\$2,385.58
McAnany Construction Inc	\$3,906.25
Minnesota Elevator Inc	\$4,228.85
Minnesota Elevator Inc	\$1,445.75
Oscar's Maintenance Service Corp., LLC	\$2,905.00
Oscar's Maintenance Service Corp., LLC	\$2,220.00
Oscar's Maintenance Service Corp., LLC	\$1,750.00
PCS	\$1,350.86
Precision Plumbing & Construct Inc	\$3,974.00
Precision Plumbing & Construct Inc	\$3,393.00

Schedule C - Expenses Over \$1,000

Kansas City, Kansas Housing Authority

Payments Over \$1,000.00

For The Month of DECEMBER'18

Precision Plumbing & Construct Inc	\$1,511.00
Sherwin Williams Co	\$5,679.22
Sherwin Williams Co	\$2,435.49
SOS Pest Control	\$1,800.00
Stanion Wholesale Electric Co	\$3,676.05
Strasser Hardware	\$2,836.26
Supplyworks	\$2,220.90
Supplyworks	\$1,834.25
Sutton Remodeling LLC	\$1,200.00
Total Filtration Services	\$2,093.76
Virginia Tile Company	\$1,322.70
Waste Management	\$6,134.15
Zep Manufacturing Co.	\$1,129.34

MISCELLANEOUS COSTS

All Makes Machine Inc.	\$2,323.00
American Express	\$1,752.42
AT&T	\$5,812.52
AT&T	\$1,405.92
AT&T	\$1,054.44
Evans & Mullinix, PA	\$6,801.50
GFI Digital	\$5,355.00
GovSpend	\$7,000.00
Housing Authority Risk Retention Group	\$1,000.00
Housing Insurance Service Inc	\$1,208.00
Kinkos Fedex	\$3,894.99
Lewis Brisbois Bisgaard & Smith LLP	\$1,375.00
Lockton Companies	\$15,660.60
NAHRO	\$4,954.74
New Village Printing & Promotional LLC	\$2,163.80
Niewedde & Wiens CPA	\$19,903.50
Online Information Service	\$1,264.50
Postmaster	\$5,000.00
Staples Advantage	\$3,613.33
Time Warner Cable	\$2,157.70
U.S Bank Equipment Finance	\$3,191.71
Urban Works, LLC	\$3,000.00
WEX Bank	\$4,468.62

Schedule C - Expenses Over \$1,000

Kansas City, Kansas Housing Authority

Payments Over \$1,000.00

For The Month of DECEMBER'18

William Hutton, Attorney at Law	\$2,100.00
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OTHER GRANT COSTS

GSI Engineering, LLC	\$6,800.00
Williams Spurgeon Kuhl & Freshnock	\$1,705.75

PAYROLL COSTS

Aetna	\$91,480.32
AFLAC Premium Holding	\$2,716.70
AFLAC Premium Holding	\$2,691.06
Colonial Life & Accident Ins	\$4,473.70
Colonial Life & Accident Ins	\$4,473.70
Delta Dental	\$4,518.62
Kansas Payment Center	\$2,383.30
Kansas Payment Center	\$1,141.65
KPERS Retirement System	\$30,339.49
KPERS Retirement System	\$29,731.29
KPERS Retirement System	\$28,623.23
Nationwide Retirement	\$2,759.08
Nationwide Retirement	\$2,759.08
Nationwide Retirement	\$2,269.08
UMB Health Savings Acct.	\$3,888.95
UMB Health Savings Acct.	\$3,753.95
W.H. Griffin, Trustee	\$3,590.62
W.H. Griffin, Trustee	\$2,835.16

INTERBANK TRANSFERS

Liberty Gen Fund to Payroll Transfers	\$169,100.00
Liberty Gen Fund to Payroll Transfers	\$178,600.00
Liberty Gen Fund to ACH Transfers	\$37,000.00
Liberty Gen Fund to ACH Transfers	\$36,300.00
Bank of Labor Gen Fund to Liberty Gen Fund	\$375,000.00

UTILITIES COSTS

Board of Public Utilities	\$128,865.85
Board of Public Utilities	\$50,781.55
Board of Public Utilities	\$26,179.61
Board of Public Utilities	\$4,601.41
Kansas Gas Service	\$11,911.62

Schedule C - Expenses Over \$1,000

Kansas City, Kansas Housing Authority

Payments Over \$1,000.00

For The Month of DECEMBER'18

Kansas Gas Service

\$7,228.91

Kansas Gas Service

\$6,607.59

\$1,668,914.15



Benice A. Meeks
Director of Finance

Kansas City, Kansas Housing Authority
Operating Receipts and Expenditures
For Period Ending November 30, 2018

	CEN OFFICE YR TO DATE	% 67%	CEN OFFICE BUDGET	PUBLIC HSG YR TO DATE	% 67%	PUBLIC HSG BUDGET	SECTION 8 YR TO DATE	% 67%	SECTION 8 BUDGET
OPERATING INCOME:									
Dwelling Rent				\$3,140,046.87	63%	\$5,022,844.00			
Fraud Recovery Income									
Interest Income	\$3,224.19	419%	\$770.00	\$4,783.96	206%	\$2,320.00			
Tenant Income				\$215,789.81	65%	\$334,049.00			
Other Income	\$192,970.94	77%	\$249,029.00	\$109,043.97	23%	\$467,384.00	\$5,367.58	895%	\$600.00
Fee for Services - COCC	\$1,358,660.28	65%	\$2,089,036.00						
Management Fees	\$1,192,006.86	54%	\$2,206,500.00						
Total Operating Income	\$2,746,862.27	60%	\$4,545,335.00	\$3,469,664.61	60%	\$5,826,597.00	\$5,367.58	895%	\$600.00
Operating Subsidy				\$5,220,593.00	71%	\$7,322,102.00			
Prior Year Subsidy									
Section 8 Admin Fees							\$493,258.00	63%	\$787,038.00
Total Operating Receipts	\$2,746,862.27	60%	\$4,545,335.00	\$8,690,257.61	66%	\$13,148,699.00	\$498,625.58	63%	\$787,638.00
OPERATING EXPENSES:									
Administrative Salaries	\$568,563.87	63%	\$908,176.00	\$670,821.30	69%	\$967,908.00	\$176,782.35	61%	\$289,045.00
Management Fees				\$987,685.86	62%	\$1,596,006.00	\$204,321.00	62%	\$330,467.00
Other Admin Expenses	\$110,366.60	70%	\$156,584.00	\$148,059.91	79%	\$186,481.00	\$20,189.29	83%	\$24,440.00
Tenant Services									
Resident Assoc Expenses				\$9,206.00	37%	\$24,904.00			
Other Expenses				\$7,179.40	43%	\$16,588.00			
Total Utilities	\$23,946.58	70%	\$34,237.00	\$1,536,651.91	62%	\$2,470,406.00			
Maintenance Salaries	\$1,074,379.64	65%	\$1,661,874.00	\$801,192.74	66%	\$1,216,267.00			
Maint Materials	\$371,530.27	61%	\$609,529.00	\$127,491.83	56%	\$229,320.00	\$1,241.08	51%	\$2,433.00
Fee for Services - COCC				\$1,358,660.28	65%	\$2,089,036.00			
Other Maint Contracts	\$204,944.91	166%	\$123,601.00	\$757,986.37	82%	\$928,800.00	\$2,997.94	310%	\$968.00
Security Salaries									
Other Security Expense	\$59,602.00	79%	\$75,800.00	\$123,746.42	47%	\$262,131.00			
Insurance	\$129,083.66	116%	\$111,648.00	\$318,133.65	69%	\$458,474.00	\$13,968.72	67%	\$20,845.00
Terminal Leave Payments									
Employee Benefit Contributions	\$602,324.96	68%	\$884,327.00	\$589,502.03	80%	\$735,469.00	\$71,012.08	73%	\$97,329.00
Collection Losses				\$66,803.63	36%	\$187,980.00			
Interest Expense				\$448,945.76	72%	\$623,534.00			
Other General Expense	\$32,242.59	1612%	\$2,000.00	\$1,159.42	18%	\$6,322.00	\$11,570.11	60%	\$19,290.00
Total Routine Expenses	\$3,176,985.08	70%	\$4,567,776.00	\$7,953,226.51	66%	\$11,999,626.00	\$502,082.57	64%	\$784,817.00
Extraordinary Maintenance									
Depreciation Expense									
Contracts									
Casualty Losses - Net									
Total Operating Expenses	\$3,176,985.08	70%	\$4,567,776.00	\$7,953,226.51	66%	\$11,999,626.00	\$502,082.57	64%	\$784,817.00
Prior Year Adjustments									
Total Operating Expenditures	\$3,176,985.08	70%	\$4,567,776.00	\$7,953,226.51	66%	\$11,999,626.00	\$502,082.57	64%	\$784,817.00
Gain/(Loss) from Operations	(\$430,122.81)		(\$22,441.00)	\$737,031.10		\$1,149,073.00	(\$3,456.99)		\$2,821.00

*** November is the 8th month of the Fiscal Year Ending to March 31st

*** Percentage 66.67% or 8/12s of the year

*** COCC New Facility Purchase & Reno Expenses

*** Section8 Wait List Implementation

Benice A. Meeks
 Benice Meeks
 Director of Finance

**KANSAS CITY, KANSAS HOUSING AUTHORITY
MAINTENANCE REPORT
FOR THE MONTH OF DECEMBER 2018**

CUSTOMER SERVICE & SATISFACTION SURVEY - DECEMBER 2018

Date	Vacant Unit Work Orders	Service Work Orders	Work Orders Closed	Residents	Favorable	Unfavorable	No Response
12/03/18	79	16	95	8	8	0	8
12/04/18	64	14	78	7	7	0	7
12/05/18	99	10	109	5	5	0	5
12/06/18	62	16	78	6	6	0	10
12/07/18	35	24	59	16	16	0	8
12/10/18	54	11	65	6	6	0	5
12/11/18	76	16	92	7	7	0	9
12/12/18	57	15	72	6	6	0	9
12/13/18	46	16	62	9	9	0	7
12/18/18	95	14	109	9	9	0	5
12/20/18	37	18	55	8	8	0	10
12/21/18	41	12	53	5	5	0	7
12/26/18	52	10	62	5	5	0	5
12/27/18	66	18	84	9	9	0	9
12/31/18	101	11	112	5	5	0	6
TOTAL	964	221	1,185	111	111	0	110
				(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 50% of the service work orders completed
- (b) No Response 50% 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	104	48	152
Units in Mod	11	28	39
Fire Units	4	0	4
Rentable Units	89	20	109
Move-Ins	13	12	25
Move-Outs	15	19	34
Units Available	0	0	0
Units Readied in DEC	13	15	28

December 2018 Occupancy Report

PROJECT	TOTAL UNITS	OCCUPIED UNITS	VACANT UNITS	% OCCUPIED CURRENT	% OCCUPIED PRIOR
K1-1 *(7) (13) JUNIPER GARDENS	265	165	100	62%	69%
K1-2 (1) ST. MARGARETS PARK	100	98	2	98%	98%
K1-3(1) CYRUS K. HOLIDAY	60	59	1	98%	97%
K1-4*(26) (6) WYANDOTTE TOWERS	302	259	43	86%	91%
K1-5*(2) (1) BELROSE MANOR	90	86	4	96%	96%
K1-6 Elderly DOUGLAS HEIGHTS	101	97	4	96%	95%
K1-6 (3) Family DOUGLAS HEIGHTS	99	94	5	95%	96%
K1-7 (1) SCATTERED SITES	24	22	2	92%	92%
K1-9 (1) SCATTERED SITES	30	26	4	87%	93%
K1-10 *(2) SCATTERED SITES	42	39	3	93%	90%
K1-11 (2) GRANDVIEW PARK	40	38	2	95%	95%
K1-12 (2) CHALET MANOR	66	63	3	95%	95%
K1-13 WELBORN VILLA	80	80	-	100%	100%
K1-14 BETHANY PARK TOWERS	153	150	3	98%	99%
K1-15 *(5) SCATTERED SITES	20	15	5	75%	97%
K1-17*(1) GLANVILLE TOWERS	108	106	2	98%	98%
K1-18 ROSEDALE TOWERS	122	121	1	99%	99%
K1-20 WESTGATE TOWERS	163	161	2	99%	100%
K1-21 SCATTERED SITES	8	8	-	100%	100%
K1-22 WESTGATE VILLA	20	20	-	100%	100%
K1-23 SCATTERED SITES	38	38	-	100%	97%
K1-24 (1) PLAZA TOWERS	115	113	2	98%	100%
K1-25 SCATTERED SITES	12	12	188		
			-	100%	100%
Sub-Total before Adjustments	2,058	1,870	188	91%	92%
Less: # of Deprogrammed Units	31		31		
Less: # of Units Under Modernization	44		44		
Total Units Available for Occupancy	1,983	1,870	113	94%	95%

MODERNIZATION AND DEVELOPMENT REPORT JANUARY 2019

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. All work has been completed.

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).

All funds in the 2013 Capital Fund Program have been obligated and expended. This program is being prepared for close-out.

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 complete and all work has been completed.

The following project is complete: K1-4 Wyandotte Tower Carpet Replacement; K1-20 Westgate Tower Interior Modernization Phase IV, Floors 1, 2 & 3, and K1-54 Scattered Sites (15) Playground Improvements.

All funds in the 2014 Capital Fund Program have been obligated and expended. This program is being prepared for close-out.

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 \$250,000.00. 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.

The following project is complete: K1-55, Wyandotte Tower, K1-56 Bethany Park Tower and Douglas Heights High-rise, and K1-57, Westgate Tower Security Camera Improvement.

All funds in the 2015 Emergency Safety and Security Grant have been obligated and expended. This program is being prepared for close-out.

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, 2015. The Capital Fund Program 2016 was approved at the December 17, 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.

K1-57 WESTGATE TOWER AND PLAZA TOWER ELEVATOR MODERNIZATION

Bids were due on August 29, 2018 for this project. Only one bid was received and therefore a bid analysis is required and the bid must be approved by HUD. Staff has reviewed the bid, and the bid and our analysis has been submitted to

HUD for consideration. HUD has reviewed and approved the single bid. The Board authorized the contract for this project at its October 2018 meeting to Minnesota Elevator Inc. A pre-construction meeting was held on October 19, 2018. Minnesota Elevator Inc. will make an assessment of the equipment needed and place on order for the equipment. Work will begin when the equipment is available and the start of the work at these towers is pending on the progress of the work at Wyandotte Tower.

CAPITAL FUND PROGRAM 2017

The funding amount for this program is \$3,024,938.00. The public hearing and final budget were presented to the residents on December 7, 2016. The Capital Fund Program 2017 was approved at the December 15, 2016 Board meeting. Approval of the 2017 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.

K1-55 WYANDOTTE TOWER ELEVATOR MODERNIZATION

The Board authorized this as an emergency repair at the August 2018 Board Meeting and awarded a modernization contract to Minnesota Elevator Inc. Minnesota Elevator Inc. has completed an assessment of the equipment needed and has ordered the equipment. Work began on November 31, 2018 on the first elevator and is progressing well. The first elevator is scheduled to be completed in February of 2019, with the second elevator scheduled to be completed in May of 2019.

CAPITAL FUND PROGRAM 2018

The funding amount for this program is \$4,676,183.00. The public hearing and final budget were presented to the residents on December 6, 2017. The Capital Fund Program 2018 was approved at the December 21, 2017 Board meeting. HUD is in the process of reviewing the 2018 Capital Fund Plan. There is a new process regarding the ACC Amendment and currently the Housing Authority is working with HUD through the new process for its approval.

RESIDENT INITIATIVE REPORT
JANUARY 2019
SUBMITTED BY SHARRON DAVIS-MAYS
SELF-SUFFICIENCY COORDINATOR

December 3, 2018 Milton Scott, KCKHA Executive Director and I met with the staff of Village Initiative which provides an array of programs from working with youth to re-entry programming with adults. We worked with Village Initiative last summer to provide a dinner program for the youth at Juniper Gardens.

December 4, 2018 The Public Housing Resident Council (PHRC) met at Bethany Park Towers. Chairman Matt Watkins was the keynote speaker. KCKHA staff Milton Scott, Melinda Linnell, Tony Shomin, Julio Marino, Jr. and Kendra Tyler attended. Marino and Tyler made a presentation to residents on how to pay online which goes into full effect January 2019.

The issue of the Resident Participation chairmanship was discussed. The resident leaders were asked in the November's PHRC meeting to bring their thoughts on who should chair the Resident Participation committee. Mrs. Loretta Heath, St. Margaret's Park Resident Association President, stated that all the presidents decided that they would discuss this at the United Resident Council (URC) meeting on December 21, 2018. Once this group meets then a letter would come from them with their decision.

December 5, 2018 The EnVision Center steering committee met. The meeting was to prepare for the EnVision Center Summit being held December 6, 2018.

December 6, 2018 The EnVision Center summit was held at Miracle Temple Church of God In Christ. There were a total of 15 residents and eight community partners present. There were five breaks-out sessions regarding the four pillars of the EnVision Center which are 1) Economic Empowerment, 2) Educational Advancement, 3) Health and Wellness and 4) Character and Leadership. An additional breakout session on community organizing was added.

December 7, 2018 Ten residents completed the Smoking Cessation Program. The event was held at the Wyandotte County Health Department.

December 10, 2018 Bethany Park Towers held its election for resident council board members. Donald Johnson is the new president of Bethany Park Towers.

December 11, 2018 Glanville Towers held its election for resident council board members. Commissioner Charles Wilson, the incumbent, remains president.

December 12, 2018 The Plaza Towers resident council board members were sworn into office.

December 13, 2018 Douglas Heights held its nomination for resident council board members.

December 15, 2018 Juniper Gardens held its annual Christmas event. The 5Day Club provided activities for the youth. Dinner was provided by the Randle Family. A total of 70 adults and children were served.

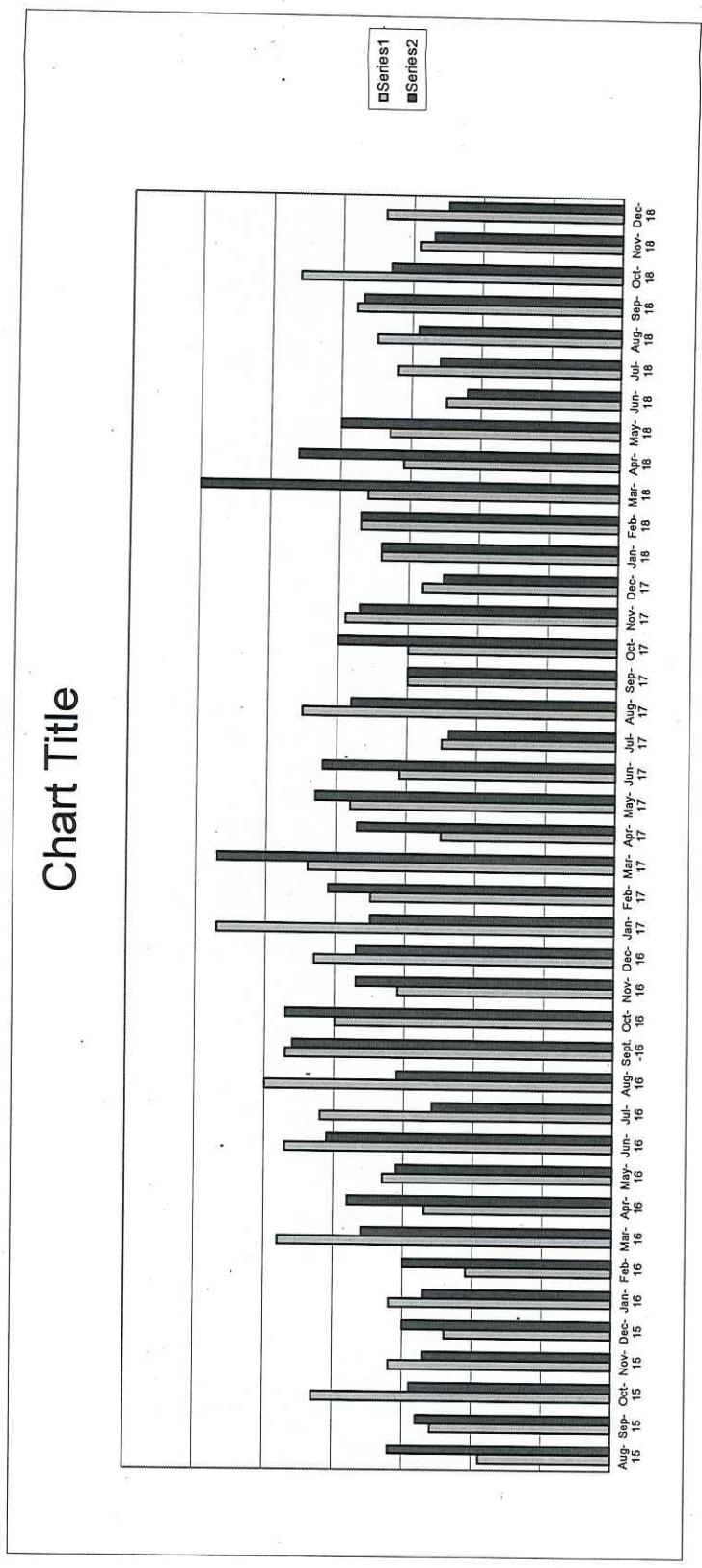
December 19, 2018 Juniper Gardens held its election for resident council board members. Randy Randle Jr., the incumbent, remains president.

December 20, 2018 Toys were given to the families of scattered sites. Thanks to Jerry Glavin, Robert Purduski and other maintenance staff; Rasheda Allen, St. Margaret's Park Property Manager; Oliver Jones, Dale Peterson, and Joyce Herring, Glanville Tower residents; and Commissioner Charles Wilson.

December 22, 2018 Toys were distributed to children at Juniper Gardens, St. Margaret's Park and Cyrus K. Holiday family developments. A total of 350 children benefited from the Toys for Tots program.

Month	Year	Units	HAP
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
June	2017	1460	877,833
July	2017	1442	887,292
August	2017	1429	888,224
September	2017	1420	882,076
October	2017	1420	881,400
November	2017	1417	874,988
December	2017	1392	863,642
January	2018	1368	849,606
February	2018	1368	850,991
March	2018	1356	828,727
April	2018	1339	820,358
May	2018	1331	809,349
June	2018	1318	797,744
July	2018	1316	814,451
August	2018	1301	796,631
September	2018	1300	814,111
October	2018	1297	806,749
November	2018	1276	800,140
December	2018	1268	801,111
January	2019	1267	813,586

Month	Move-Outs	Move-Ins
Aug-15	19	32
Sep-15	26	28
Oct-15	43	29
Nov-15	32	27
Dec-15	24	30
Jan-16	32	27
Feb-16	21	30
Mar-16	48	36
Apr-16	27	38
May-16	33	31
Jun-16	47	41
Jul-16	42	26
Aug-16	50	31
Sept-16	47	46
Oct-16	40	47
Nov-16	31	37
Dec-16	43	37
Jan-17	57	35
Feb-17	35	41
Mar-17	44	57
Apr-17	25	37
May-17	38	43
Jun-17	31	42
Jul-17	25	24
Aug-17	45	38
Sep-17	30	30
Oct-17	30	40
Nov-17	39	37
Dec-17	28	25
Jan-18	34	34
Feb-18	37	37
Mar-18	36	60
Apr-18	31	46
May-18	33	40
Jun-18	25	22
Jul-18	32	26
Aug-18	35	29
Sep-18	38	37
Oct-18	46	33
Nov-18	29	27
Dec-18	34	25



KANSAS CITY KANSAS HOUSING AUTHORITY
BOARD OF COMMISSIONERS MEETING
January 17, 2019

New Business Consent Item: Authority to Dispose of Scrap Metal
Resolution No. 3393

BACKGROUND:

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

CURRENT ISSUE:

The Board of Commissioners of the Housing Authority of Kansas City, Kansas in accordance with the Housing Authority's procedure on disposal of personal property, hereby gives approval for the disposal of 13 refrigerators and 11 ranges as listed and identified by Manufacturer Serial Numbers and PHA Decal Numbers. The amount to be received for such disposal will be determined by scrap metal weight.

Refrigerators

PHA#	Serial #
N/A	TM805306
304929	LF735378
305681	HT731736
307393	MS754045
305042	AG764209
307340	SR753814
302793	FM812399
304723	GD817633
303372	GA790888
304785	SD763775
303415	AA731776
304712	GD817648
304912	LF734726

Ranges

PHA#	Serial #
16060	FD196455Q
N/A	TM116174H
15724	N/A
302570	AF119577P
300512	ZG130879P
304469	RA108746R
305722	N/A
302912	HM155561P
15714	DD195111
402262	TF130756R
300582	FD1984036

BOARD ACTION:

Approve Resolution No. 3393, if Appropriate.

RESOLUTION NUMBER 3393

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 (13) refrigerators and (11) ranges 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.

NOW, THEREFORE, BE IT FURTHER RESOLVED that the Board of Commissioners of the Housing Authority of Kansas City, Kansas does hereby authorize Resolution No. 3393 approving the disposal of personal property.