



# Agenda

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

### **Regular Meeting**

Thursday, March 19, 2020  
12 noon

Administration Office  
1124 N. 9<sup>th</sup> Street

- I. Roll Call
- II. Approval of the Minutes  
Regular Board Meeting February 20, 2020  
(Pages 1—5)
- III. Approval of the Minutes  
Special Board Meeting February 28, 2020  
(Pages 6—11)
- IV. Executive Director's Report  
(Pages 12—29)
- V. Committee Reports
- VI. New Business Consent Items: None
- VII. New Business Discussion Items:
  - A. Resolution No. 2020-03      Authorizing Collection Loss—Write-Offs  
(Pages 30—32)
  - B. Resolution No. 2020-04      PHA Board Resolution Approving the  
Annual Operating Budget  
(Pages 33—34)
  - C. Resolution N. 2020-05      Authorizing a Contract for HVAC  
Improvements at K1-54, Scattered Site 7  
(To be handed out.)
- VIII. Adjournment

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

Thursday, February 20, 2020  
12 noon

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

On the 20<sup>th</sup> day of February 2020 at 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:

Matthew T. Watkins, Chairman  
Rev. Jimmie L. Banks, Vice-Chairman  
Jacques Barber, Commissioner (via conference call)  
Broderick Crawford, Commissioner  
Rachel Jefferson Commissioner  
P. Anne McDonald, Commissioner  
Denise Tomasic, Commissioner  
Cardelia Walker, Commissioner  
Linda Warner, Commissioner

ABSENT: Don Jolley, Commissioner  
Timothy J. Rhodes, Commissioner  
Charles Wilson, Commissioner

ALSO PRESENT: Thomas M. Scott, Executive Director/CEO  
Cherrie Escobar, Director of Section 8  
Gerald Glavin, Asst. Director of Facilities Management  
Sharron Davis-Mays, Self-Sufficiency Coordinator  
Benice Meeks, Assistant Director of Finance  
Jacqueline D. Randle, Executive Services Manager  
Caroline Rogers, Director of Finance  
Anthony J. Shomin, Director of Facilities Management  
Kendra Tyler, Asst. Director of Housing Management  
Holly Duff, Wyandotte Towers' Resident

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

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Chairman Watkins called for the approval of the minutes. Vice-Chairman Banks made a motion to approve the minutes of January 16, 2020. Commissioner Crawford seconded the motion and the following vote was recorded:

AYES: Banks, Barber, Crawford, Jefferson, McDonald, Tomasic, Walker, Watkins

NAYS: None

ABSENT: Jolley, Rhodes, Wilson

ABSTAIN: Warner

Motion carried.

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

- Mr. Scott informed the Board that the new integrated phone system is 98 percent complete. The kick-off was last Friday. Implementation of the new server starts on March 2, 2020. The transfer will be done after hours.
- Section 8 occupancy has increase by 61 units since November 2019. Kudos to Cherrie Escobar and her staff.
- The FDS submission for the 2018—19 fiscal year shows us as a standard performer instead of sub-standard. However, the official notification has not been received. Kudos to Caroline Rogers and the finance staff.
- Kendra Tyler was recognized for filling in after Melinda Linnell's retirement.
- There are a couple of HUD compliance reviews. One is a 504 compliance review. Data is due March 10, 2020 and the review begins on March 30, 2020. This morning we received a Department Enforcement Center (DEC) compliance review for March 31, 2020—April 3, 2020. HUD was contacted today and advised of the budget coming due along with these two reviews, and we believe the 504 compliance review will be pushed back. It looks like the DEC review is a financial review during the time the previous Executive Director was in place; June 1, 2016—May 31, 2019.
- Bonner Springs Housing Authority sent an email. They have presented to the residents and the full commission and are considering the possibility of having us absorb those 50 units or going to a non-profit. Mr. Scott indicated he would speak to Bonner Springs' residents and city council within the next few weeks. They are asking for preferences and this would need to be reviewed.
- The Juniper Gardens appraisal is in process and should be completed by the middle of next week. A plan will be submitted to HUD for the disposition of Juniper Gardens. There is EPC debt that will need to be paid off. The goal is to have a plan to the Housing Authority Board for its April meeting.
- Sharron Davis-Mays provided a Family Self-Sufficiency (FSS) update. She provided the Board with a flyer that has gone out to the target audience. We

also plan to market at the Section 8 briefings and during recertifications. The goal is to enroll 25 individuals.

- A meeting will be held the second week of March with Ms. Escobar, Ms. Davis-Mays and Commissioner Walker to discuss Section 8 homeownership and the FSS program.
- A status update on the employment search will be provided during executive session.
- Commissioner Jefferson asked if a plan has or has not been started for Juniper Gardens. Mr. Scott explained that we have a plan, but we need the appraisal piece done. We are in the preliminary stage and have not meet with the residents. After the appraisal, an RFP will be put out for relocation and we will meet with the residents prior to putting the RFP out. The plan is being done internally.
- Commissioner Warner asked about progress of the new maintenance facility. Mr. Scott indicated we had hoped to have erected the steel. However, they have not been able to work on the cold days. Staging has taken longer than expected. Gerald Glavin will take pictures. The electricians have been out there and most of the grading has been done. We are about a week behind.
- In the Executive Director's report D, Operating Receipts and Expenditures, COCC; finance staff and Mr. Scott have been working on the Fee for Service which has reduced the negative cash position in the COCC. We hope to carry this forward into next year.

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## **Committee Reports**

Chairman Watkins called for committee reports.

### Bylaws

Commissioner Barber indicated there was no report.

### Finance

Commissioner McDonald indicated there was no report. She proposed having a meeting on Wednesday, March 11, 2020 at 3 p.m. She will get with Ms. Rogers and send something out.

### Inclusion and Public Information

Chairman Watkins noted that Commissioner Warner has asked to be removed from the Inclusion and Public Information committee and he will find another Chair. Commissioner Warner indicated this committee has not met.

### Personnel

Vice-Chairman Banks indicated they are continuing to work on the performance appraisal system. The format will appraise staff in three categories: 1) Executive Director, 2) management and 3) non-management. The Personnel Committee is deciding on the criteria and ratings for each category. They are considering a 360 degree peer group feedback process. Then they will get involved in implementing the instructions for the new system. Mr. Scott noted that a draft was handed out listing the three categories.

### Development and Improvement

Chairman Watkins indicated that Commissioner Rhodes was not present, but he emailed a potential webinar for Tuesday which will discuss repositioning assets. Mr. Scott indicated that he and Mr. Shomin would attend the webinar and up to six board members could also attend. NAHRO is providing the training and there is a cost associated with the webinar. Commissioner Jefferson requested a debriefing at the next meeting. Mr. Scott noted that the Development and Improvement committee met to discuss Juniper Gardens and fundraising.

### Resident Participation

Commissioner Wilson was not present and the Resident Participation committee did not meet.

### Executive Committee

Chairman Watkins indicated the Executive committee did not meet.

### CHIG

Chairman Watkins indicated that CHIG met last month. Delaware Highland Assisted Living (DHAL) is continuing to have 98 percent occupancy. The Medicaid Bridge was implemented to allow people to be received into the facility as they await approval for Medicaid. The Medicaid Bridge will cover their food and ancillary costs until they are approved. Mr. Scott discussed how processes have been streamlined and we should be able to help about 10 people with the Medicaid Bridge.

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Chairman Watkins asked to go into Executive Session to discuss a personnel matter. Commissioner Jefferson made the motion to go into Executive Session

at 12:53 p.m. Commissioner Crawford seconded the motion and the following vote was recorded:

AYES: Banks, Barber, Crawford, Jefferson, McDonald, Tomasic, Walker, Watkins, Wilson

NAYS: None

ABSENT: Jolley, Rhodes, Wilson

ABSTAIN: Warner

Motion carried.

Executive session ended at 1:03 p.m.

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Chairman Watkins made a motion to return to regular session and adjourn the meeting. Vice-Chairman Banks seconded the motion and it passed unanimously.

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Matthew T. Watkins, Chairman

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Thomas M. Scott, Executive Director/CEO

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

Thursday, February 28, 2020  
12 noon

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

On the 28<sup>th</sup> day of February 2020 at noon the Board of Commissioners of the Housing Authority of Kansas City, Kansas met in special session via conference call. The meeting was called to order by Chairman Watkins, and upon roll call, the following members of the body were present:

Matthew T. Watkins, Chairman  
Rev. Jimmie L. Banks, Vice-Chairman  
Jacques Barber, Commissioner  
Rachel Jefferson Commissioner  
P. Anne McDonald, Commissioner  
Timothy J. Rhodes, Commissioner  
Denise Tomasic, Commissioner  
Cardelia Walker, Commissioner  
Linda Warner, Commissioner  
Charles Wilson, Commissioner

ABSENT: Broderick Crawford, Commissioner  
Don Jolley, Commissioner

ALSO PRESENT: Thomas M. Scott, Executive Director/CEO  
Jacqueline D. Randle, Executive Services Manager

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Chairman Watkins called the meeting to order and roll call was taken. Commissioners Barber, Rhodes and Warner were not present at roll call, but arrived during the conference call.

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Chairman Watkins thanked Board members for their participation in today's meeting. He noted there are three critical positions that we are trying to fill and we are trying to allow for the best and brightest to lead the organization. We are trying to attract folks. He noted that he would open the floor for discussion on the residency policy, allow for questions, a potential motion and a second. Chairman Watkins then opened up the floor for discussion.

Commissioner Jefferson questioned what the vote would entail. Chairman Watkins explained that the issue on the table was the residency policy. The discussion would be of the potential to remove the residency policy. Commissioner Jefferson asked if the policy would be removed altogether or would it be temporary, to fill the open positions. She noted there was a robust conversation, face to face, about the residency requirement; and she would hate to make a rash decision during a 30-minute conference call without giving it due process. She asked if the Board could look at lifting the residency requirement temporarily as opposed to lifting it altogether.

Chairman Watkins noted that after several discussions, it is time to lift the residency requirement altogether. Vice-Chairman Banks noted that he has clearly stated his opinion based on his experience in the industry. He suggested that you always open the hiring to outside of the area. There is always the choice of going local or outside of the area. He further noted this action is for the future and he did not see the value in lifting the residence requirement temporarily. We are looking for the best wherever that resides. We need the option of going outside to get the talent necessary to run the organization. Commissioner McDonald responded that we need to have the top talent and professionals that will perform at peak performance whether or not they live in the county. She believes Board members have rethought this and it appears we need to take action at the point of hiring for three management positions. She thinks this has been building for quite some time. Commissioner Barber noted that he is torn on this issue. 1) He agrees that we need to search for the best talent, and 2) the search would include looking outside the county, but he would prefer someone that already resides here, but it's not a requirement. He noted that it is okay if they come from out of state, but someone on the management level should move into the county. He is concerned with people getting the best paying jobs and moving out of the county. Wyandotte County, on average, has some of the best paying salaries in the entire state; but we are still the poorest county in the state. This brings a lower tax base. Commissioner Barber noted he is torn, because we need to get the best talent. He ended stating there are nice areas in Wyandotte County for people to live. Commissioner Jefferson agreed we need to talk about this, but it feels somewhat rushed. She understands trying to find the best and the brightest, but like Commissioner Barber, she is also torn and does not want to contribute to the highest paid salaries going outside of the county. She knows we need to make a decision and that is why she wants to look at temporary vs. permanent removal of the residency requirement.

Commissioner Tomasic offered that it could be included in the policy that with all things being equal, the preference would be given to someone living within our community. Vice-Chairman Banks agreed with Commissioner Tomasic and questioned why you would want to go outside if there was someone already available inside the community. By the same token, most jobs are able to attract good people and we should only be concerned with the quality of their work, and



not how far they have to drive. His experience has been that, during inclement weather, people driving distances were more likely to come in than those living in closer proximity to the plant. Mr. Scott agreed that we really want to hire folks out of our own county with everything being equal. He is concerned there are qualified applicants outside of this community and it would be difficult to relocate families to move to another county. It would be different for someone in another state as opposed to another county. He indicated that Wyandotte County has a lot of great places to live for people coming from the east or west coast.

Commissioner Wilson noted the requirement to live within the county was discussed several months ago and if the goal is to get the best qualified; we should expand our options and not limit ourselves. He is in favor of lifting the residency requirement.

Commissioner Barber clarified that as far as the search goes, it should be nationwide. After selection, the residency requirement would kick in. He noted that living within the metro could also be discussed. He wanted to clarify between the search and the requirement to live in the county after being hired. Commissioner McDonald noted that if applicants see that, we would limit our pool unnecessarily. Vice-Chairman Banks added that these are not local government funds, these are federal government funds and we are being held hostage by a local requirement. One last thing, a person at a certain level of management experience, and is moving from California or east coast; in order to transfer the financial aspects, they may not find that in Kansas City, Kansas. They may be looking at amenities for luxury homes which are lacking in Wyandotte County. This is a reality that we are looking at for recruitment. Commissioner Jefferson expressed she heard Mr. Scott say, the difficulty is with people who are in nearby communities having to relocate to Wyandotte County. She said that if someone is coming from outside of the state, they do need to think about establishing residency in Wyandotte County. She explained that she would consider lifting the residency requirement for people in surrounding communities, but those out of the state need to relocate to Wyandotte County. Vice-Chairman Banks insisted that Cerner, Amazon and major employers in Wyandotte County do not require this. Commissioner Jefferson noted we should be holding ourselves to a higher standard. She is more likely to say yes, for someone out of the state than someone in a neighboring community. Vice-Chairman Banks insisted that it doesn't matter where they are relocating from.

Commissioner Rhodes noted that he hires people for positions all over the city. He provided examples of how far people are travelling. His staff is not necessarily residing in the community they work in. He added the residency requirement is causing more problems than solutions. He agrees that people should consider living in Wyandotte County if they are from out of state. However, if they have kids, they are not going to want to move to Wyandotte County due to the school system. He cited that four of the top five schools are in Johnson County. He noted we need to decide where we are willing to

compromise. Are we willing to not get the best, because they do not want to live here; or are we willing to lift the residency requirement to get the absolute best person.

Commissioner Warner commented that she understands the challenges of the job market. The positions we have require unique skills and we have not attracted the pool of applicants that we need. In the end, commissioners are charged with fulfilling the mission of the organization. If lifting the residency requirement helps us to do that, then we must focus on the needs of the organization. Equity and the needs of the county are important, but this will give us the best shot at getting the right people in place. She stated that we need to lift the residency requirement, even if she does not like the optics of having the lead of the housing authority reside outside of Wyandotte County. She is willing to lift the residency requirement to get the right people in place.

Mr. Scott noted that he was born and raised in Wyandotte County. His father worked for the school district for 37 years. Thirty years ago when he came to the housing authority, he had to replace 75 people in two years. He was able to hire a good staff out of the county and got a good staff for maintenance and purchasing. Over the next 10—15 years, it has become difficult to hire maintenance people. Small business ownership has began to dwindle and we are ordering at Home Depot, Lowe's and online. The last 21 people hired, since the residency requirement was lifted for those below directors, have come from outside of Wyandotte County. The labor and groundskeeper positions were still able to be filled from within the county. The situation he faces with the finance department is that we have a director that lives in Lee's Summit that came into an environment that is absolutely terrible. She has continued to work here, we extended her residency requirement. Of the people interviewed, that could provide succession, if she were she to leave rather quickly; the top two candidates are in Shawnee. The Assistant Director position does not have to live in Wyandotte County, but when the time comes for succession, they may not be willing to relocate and we would have the same thing.

Commissioner Barber asked what it means if we lift the residency requirement and hire someone from out of state or the metro area. What does that mean for that person? Ms. Scott noted that the due diligence should be to encourage Wyandotte County residency, and have someone to take them around and show them homes and churches. Vice-Chairman Banks indicated that when he moved to Washington, someone was assigned to him to show him neighborhoods in different counties. He thinks we should do the same. We will never get to the point where everyone is outside of Wyandotte County due to the different levels of employees. He noted that certain levels of staff are in demand where there are no residency requirements. Commissioner Barber noted he was just talking about people we make offers to from out of state. He noted we may not have time to debate this today, He suggested we offer assistance to those looking to relocate in Wyandotte County, but not outside of the county. Several Board

members were in agreement. Vice-Chairman Banks asked if there was a policy that only incentivizes work at a certain level. Commissioner Barber noted this would be a separate discussion. He expressed that our first duty is to the agency, but he still has feelings as a citizen of Wyandotte County. He believes we are only talking about those coming in from out of state. If we do away with the residency requirement and offer assistance to those living in Wyandotte County, it would be the same as giving preferential treatment to those already living here. Vice-Chairman Banks did not agree with this and Commissioner Barber noted we could run this by our counsel. McDonald agreed that it would need to be vetted by our attorney, but agreed that this was not part of the discussion today. Chairman Watkins agreed that the discussion today was for the residency requirement. He noted this is an opportunity to be a leader. We need to show that we are growing. Whether the Unified Government (UG) decides to do this is different. Working for the City is different because they get local dollars to operate.

Commissioner McDonald made a motion to amend the personnel policy to remove the residency requirement at all levels of employment. Vice-Chairman Banks seconded the motion.

Chairman Watkins asked if there was any more discussion. Commissioner Jefferson noted she would like to have language that we would give preference to someone who lives in Wyandotte County. Commissioner Rhodes and Vice-Chairman Banks indicated they did not believe we would want this in the policy. Chairman Watkins noted this is intrinsic in what has already happened. Commissioner Jefferson questioned if it was specifically stated anywhere. Vice-Chairman Banks noted it is an established practice. Chairman Watkins noted he was not aware of it being written down anywhere. Commissioner Jefferson questioned why we would not want to write it down. Commissioner Rhodes noted it could open us up to liability that we would not want to be a part of. Commissioner Jefferson further asked why. Commissioner Rhodes indicated that if a Wyandotte County resident is not selected, they could say that they should have been given preferential treatment; but you gave the job to someone outside of the county and we could be in legal trouble. Commissioner Jefferson noted that Commissioner Tomasic made the suggestion and she is an attorney. Commissioner Tomasic noted that she does not think it would be an issue and indicated she is a defense attorney for the UG and in the RFP; it states there would be a preference for Wyandotte County attorneys. Commissioner Rhodes noted the preference could be put in the job description or an RFP, but he does not think it should be in our policy. Vice-Chairman Banks agreed. Commissioner Barber suggested running this by our attorney and there was agreement to do so.

Vice-Chairman Banks noted there was a motion and second on the floor. Chairman Watkins asked that if there was any further discussion. Seeing none, he called for the vote. Ms. Randle was asked to do a roll call. Commissioner

Walker noted there was discussion about whether there would be an opening for a lawsuit if preferential treatment was not given to someone from Wyandotte County, but the vote is yes or no for the residency requirement. She asked was that correct. Chairman Watkins noted that was correct. Commissioner McDonald agreed that was correct, but Board members want to explore the possibility of a preference at a later date. It is not part of the motion put forward today. Commissioner Walker asked how the preference would come up again if we vote today. Vice-Chairman Banks explained it would come up as a separate motion at a later date. Commissioner McDonald noted it would come up later after we have checked with legal counsel regarding the perimeters. Commissioner Walker noted she is feeling that if the vote asks if we should get rid of it, then how do you go back, if it is not in the motion. Commissioner McDonald noted that Mr. Scott and Mr. Watkins will do this and anyone can make the motion at a future meeting. Commissioner Walker noted it is stated that it will be reviewed, but we are voting on it today. Chairman Watkins explained this is all being memorialized in the minutes. He and Mr. Scott will bring this back as a topic on a later agenda. Commissioner Walker added that she has been listening attentively.

Chairman Watkins noted there was a motion and second on the floor and asked if there were any further questions or discussion, there being none, discussion was closed. Ms. Randle was again asked to call the roll. The following vote was taken:

AYES: Banks, Barber, McDonald, Rhodes, Tomasic, Warner, Watkins, Wilson

NAYS: None

ABSENT: Crawford, Jolley

ABSTAIN: Jefferson, Walker

Motion carried.

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Chairman Watkins thanked everyone for their comments and suggestions as this is a very important decision that no one takes lightly. This gives Mr. Scott some clarity and is in the best interest of the organization moving forward. Chairman Watkins made a motion to adjourn the meeting and Vice-Chairman Banks seconded the motion and it passed unanimously.

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Matthew T. Watkins, Chairman

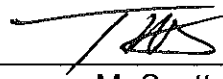
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Thomas M. Scott, Executive Director/CEO

## Executive Director's Report

March 19, 2020

1. 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



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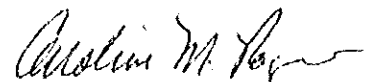
Thomas M. Scott  
Executive Director/CEO

**Kansas City, Kansas Housing Authority**  
**Statement of Funds Available**  
**For the Period Ended FEBRUARY 29, 2020**

Description	Rate <sup>(a)</sup>	Maturity Date	Amount	Bank
General Fund Account	0.15%		\$857,967.39	Liberty
Payroll Account	0.00%		\$5,442.69	Liberty
ACH Pymt Account	0.15%		\$4,619.61	Liberty
Rent Depository Account	0.00%		\$1,127,064.08	Bank of Labor
Rent Bank Deposit Accounts	0.70%		\$110,466.28	Various
Homeless Prevention Program	0.90%		\$5,639.11	Bank of Labor
Sponsorship Program	0.50%		\$19,685.72	Bank of Labor
Section 8 Checking	0.00%		\$101,147.45	Bank of Labor
EPC Replacement Reserve Acct	0.15%		\$38,745.67	Liberty
KCKHA Debt Service Account			\$779,556.08	Deutsche Bank
CD#120245349	1.80%	08/26/20	\$500,000.00	Bank of Labor

(a) Represents Rates as of March 13, 2020 provided by Banks.

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

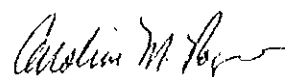


Caroline M. Rogers  
 Director of Finance

**Kansas City, Kansas Housing Authority  
Delinquency in Accounts Receivable  
For the Month of Feb 2019**

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	<b>Rent &amp; Other Charges</b>	<b>Repayment Agreements</b>	<b>Net Total</b>
Accounts Receivable (Amounts Delinquent)	\$189,207.98	(\$118,310.77)	\$70,897.21
Total Charges to Tenants for Month			\$462,824.31
Delinquency Ratio			15.32%
Petitioned to Court			<u>40</u>
Praecipes Issued			<u>22</u>
Evictions			<u>8</u>
Pending Evictions			<u>1</u>



Caroline Rogers  
Director of Finance

*Schedule C - Expenses Over \$1,000*  
**Kansas City, Kansas Housing Authority**  
 Payments Over \$1,000.00  
 For The Month of FEBRUARY'20

**\*MAINTENANCE COSTS\***

CFM Distributors Inc.	\$1,063.50
Delta Innovative Services	\$2,499.96
Donisha Henderson dba	\$1,085.00
Ferguson Enterprises Inc.	\$1,207.01
Fire & Security Solutions	\$1,842.38
General Electric Company	\$5,377.00
Grainger	\$2,017.19
Green Acres	\$3,400.00
H.D. Supply	\$1,816.91
Home Depot Pro-SupplyWorks	\$2,097.32
Kansas City Winnelson Co.	\$1,118.00
Lowes	\$1,205.33
Martin Mechanical Corporation	\$4,996.25
Martin Mechanical Corporation	\$1,107.64
MINNESOTA ELEVATOR INC	\$5,773.92
National Fire Suppression	\$1,370.00
OSCARS MAINTENANCE SERVICE CORP, LLC	\$3,905.00
Plumb Supply Company, LNX	\$1,077.72
Precision Plumbing & Construct, Inc	\$2,414.00
Sherwin-Williams Co	\$4,141.92
Stanion Wholesale Elec. Co.	\$3,923.94
Stanion Wholesale Elec. Co.	\$1,834.19
Strasser Hardware	\$2,131.41
SUTTON REMODELING, LLC	\$1,050.00
The Bedford Co	\$1,950.00
Three Sons Painting LLC	\$12,240.00
UPCS Engineering Services	\$3,547.50
Waste Management	\$9,693.70
Zep Manufacturing Company	\$1,975.73

**\*MISCELLANEOUS\***

American Express	\$1,975.78
AT&T	\$7,798.53
AT&T	\$2,128.78
AT&T	\$1,676.52
ENTERPRISE FM TRUST	\$5,834.11



ENTERPRISE FM TRUST	\$4,660.54
Evans & Mullinix, P.A.	\$16,850.50
Housing Authority Ins. Inc.	\$6,764.78
Housing Authority Risk Retention Group	\$43,505.00
Housing Insurance Serv. Inc.	\$82,760.00
Kinkos Fedex	\$2,593.23
New Village Printing & Promotional, LLC	\$1,060.35
ONLINE INFORMATION SERVICES, INC	\$1,992.50
PayLease, LLC	\$2,268.79
Propio Language Services	\$1,205.10
SCOTT & ASSOCIATES, LLC	\$11,300.00
SCOTT & ASSOCIATES, LLC	\$10,800.00
Time Warner Cable	\$1,476.81
U.S BANK EQUIPMENT FINANCE	\$1,616.91

**\*MODERNIZATION\***

Allison & Alexander, Inc	\$174,229.60
Allison & Alexander, Inc	\$12,589.26
ConvergeOne, Inc	\$61,642.70
Frye Construction Co. Inc.	\$33,339.42
S&I	\$27,286.00
VBHC HOLDINGS LLC DBA HCAP SEARCH	\$20,000.00

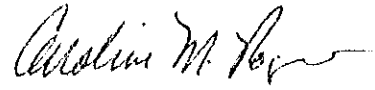
**\*PAYROLL COSTS\***

AFLAC PREMIUM HOLDING	\$3,043.37
Blue Cross Blue Shield Of KC	\$98,502.61
Delta Dental	\$5,138.12
Kansas Payment Center	\$1,936.87
Kansas Payment Center	\$1,936.87
Kansas Public Employ Ret Syst	\$30,710.25
Kansas Public Employ Ret Syst	\$30,656.09
Nationwide Retirement Solution	\$2,624.08
Nationwide Retirement Solution	\$2,449.08
ONLINE INFORMATION SERVICES, INC	\$1,622.00
UMB HEALTH SAVINGS ACCT	\$1,638.13
UMB HEALTH SAVINGS ACCT	\$1,638.13
W.H. GRIFFIN, TRUSTEE	\$3,131.01

**\*UTILITIES COSTS\***

Atmos Energy	\$3,259.70
Board Of Public Utilities	\$117,763.69

Board Of Public Utilities	\$43,604.86
Constellation New Energy-Gas	\$11,668.53
Kansas Gas Service	\$21,293.58
Kansas Gas Service	\$21,138.94
Kansas Gas Service	\$10,961.47



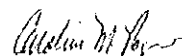
Caroline M. Rogers  
Director of Finance

**Kansas City, Kansas Housing Authority**  
**Operating Receipts and Expenditures**  
**For Period Ending January 31, 2020**

	CEN OFFICE YR TO DATE	% 8%	CEN OFFICE BUDGET	PUBLIC HSG YR TO DATE	% 8%	PUBLIC HSG BUDGET	SECTION 8 YR TO DATE	% 8%	SECTION 8 BUDGET
<b>OPERATING INCOME:</b>									
Dwelling Rent				\$4,243,138.90	84%	\$5,052,098.00			
Fraud Recovery Income							\$108,265.19		
Interest Income	\$3,176.13	228%	\$1,390.00	\$5,396.64	87%	\$6,200.00			\$20.00
Tenant Income				\$343,856.74	108%	\$318,090.00			
Other Income	\$540,457.50	115%	\$469,242.00	\$82,061.93	8%	\$1,056,053.00	\$2,959.78		
Fee for Services - COCC	\$998,406.63	42%	\$2,385,276.00						
Management Fees	\$1,502,474.38	82%	\$1,838,931.00						
Total Operating Income	\$3,044,514.64	65%	\$4,694,839.00	\$4,674,454.21	73%	\$6,432,441.00	\$111,224.97	#####	\$20.00
Operating Subsidy				\$7,199,536.00	96%	\$7,489,377.00			
Prior Year Subsidy									
Section 8 Admin Fees							\$615,397.00	71%	\$863,666.00
<b>Total Operating Receipts</b>	<b>\$3,044,514.64</b>	<b>65%</b>	<b>\$4,694,839.00</b>	<b>\$11,873,990.21</b>	<b>85%</b>	<b>\$13,921,818.00</b>	<b>\$726,621.97</b>	<b>84%</b>	<b>\$863,686.00</b>
<b>OPERATING EXPENSES:</b>									
Administrative Salaries	\$634,142.56	64%	\$984,158.00	\$945,423.83	102%	\$923,521.00	\$246,464.48	83%	\$296,750.00
Management Fees				\$1,255,389.88	84%	\$1,498,208.00	\$247,084.50	73%	\$340,724.00
Other Admin Expenses	\$189,814.83	68%	\$278,119.00	\$255,352.93	84%	\$302,576.00	\$32,181.24	79%	\$40,632.00
<b>Tenant Services</b>									
Resident Assoc Expenses				\$10,044.23	39%	\$25,457.00			
Other Expenses				\$9,580.03	57%	\$16,955.00			
<b>Total Utilities</b>	<b>\$36,761.25</b>	<b>73%</b>	<b>\$50,255.00</b>	<b>\$2,210,140.86</b>	<b>87%</b>	<b>\$2,551,312.00</b>			
Maintenance Salaries	\$1,000,219.98	60%	\$1,678,428.00	\$1,317,001.37	109%	\$1,213,293.00			
Maint Materials	\$108,038.16	21%	\$519,096.00	\$503,720.44	212%	\$237,928.00	\$1,404.67	71%	\$1,966.00
Fee for Services - COCC				\$998,406.63	42%	\$2,385,276.00			
Other Maint Contracts	\$244,784.22	146%	\$167,142.00	\$1,000,825.19	94%	\$1,069,411.00	\$28,715.60	643%	\$4,468.00
Security Salaries									
Other Security Expense	\$32,162.36	34%	\$93,379.00	\$76,631.70	40%	\$192,439.00			
Insurance	\$94,780.88	77%	\$123,400.00	\$429,009.17	82%	\$522,181.00	\$17,773.45	76%	\$23,259.00
Terminal Leave Payments									
Employee Benefit Contributions	\$722,083.61	74%	\$972,731.00	\$764,737.08	98%	\$780,649.00	\$85,378.79	79%	\$108,413.00
Collection Losses				\$143,068.63	103%	\$138,440.00	\$48,061.06		
Interest Expense				\$503,930.27	84%	\$596,652.00			
Other General Expense	(\$9,865.98)			\$459.28	11%	\$4,142.00	\$9,975.61	58%	\$17,250.00
Total Routine Expenses	\$3,052,921.87	63%	\$4,866,708.00	\$10,423,721.52	84%	\$12,458,440.00	\$717,039.40	86%	\$833,462.00
Extraordinary Maintenance									
Depreciation Expense									
Contracts									
Casualty Losses - Net									
<b>Total Operating Expenses</b>	<b>\$3,052,921.87</b>	<b>63%</b>	<b>\$4,866,708.00</b>	<b>\$10,423,721.52</b>	<b>84%</b>	<b>\$12,458,440.00</b>	<b>\$717,039.40</b>	<b>86%</b>	<b>\$833,462.00</b>
Prior Year Adjustments									
<b>Total Operating Expenditures</b>	<b>\$3,052,921.87</b>	<b>63%</b>	<b>\$4,866,708.00</b>	<b>\$10,423,721.52</b>	<b>84%</b>	<b>\$12,458,440.00</b>	<b>\$717,039.40</b>	<b>86%</b>	<b>\$833,462.00</b>
Gain/(Loss) from Operations	(\$8,407.23)		(\$171,869.00)	\$1,450,268.69		\$1,463,378.00	\$9,582.57		\$30,224.00

\*\*\* January is the 10th month of the Fiscal Year Ending March 31st

\*\*\* Percentage 83.33% or 10/12th of the year



Caroline Rogers  
 Director of Finance

**KANSAS CITY, KANSAS HOUSING AUTHORITY  
MAINTENANCE REPORT  
FOR THE MONTH OF FEBRUARY 2020**

**CUSTOMER SERVICE & SATISFACTION SURVEY - FEBRUARY 2020**

Date	Vacant Unit Work Orders	Service Work Orders	Work Orders Closed	Residents Contacted	Favorable	Unfavorable	No Response
02/03/20	0	20	104	10	10	0	10
02/04/20	43	9	52	3	3	0	6
02/05/20	51	10	61	5	5	0	5
02/06/20	74	11	85	5	5	0	6
02/10/20	84	18	102	9	9	0	9
02/11/20	86	11	97	6	6	0	5
02/12/20	118	16	134	6	6	0	10
02/13/20	87	17	104	5	5	0	12
02/14/20	77	14	91	4	4	0	10
02/18/20	56	12	68	6	6	0	6
02/19/20	118	21	139	6	6	0	15
02/20/20	63	21	84	8	8	0	13
02/26/20	99	20	119	3	3	0	17
02/27/20	43	6	49	1	1	0	5
02/28/20	62	16	78	3	3	0	13
	1,061	222	1,367	80 (a)	80 (c)	0 (d)	142 (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 49% of the service work orders completed
- (b) No Response 51% 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	143	63	206
Units in Mod	16	25	41
Fire Units	5	0	5
Rentable Units	122	38	160
Move-Ins	8	17	25
Move-Outs	20	12	32
Units Available	3	8	11
Units Readied in FEB	11	16	27

## REPORT F

## February 2020 Occupancy Report

PROJECT	TOTAL UNITS	OCCUPIED UNITS	VACANT UNITS	% OCCUPIED CURRENT	% OCCUPIED PRIOR
K1-1 *M(7) D(12) JUNIPER GARDENS	265	169	96	64%	65%
K1-2 D(1) ST. MARGARETS PARK	100	94	6	94%	97%
K1-3 D(1) CYRUS K. HOLIDAY	60	54	6	90%	97%
K1-4*M(1) D(8) WYANDOTTE TOWERS	302	283	19	94%	94%
K1-5*M(2) D(1) BELROSE MANOR	90	83	7	92%	94%
K1-6 Elderly DOUGLAS HEIGHTS	101	98	3	97%	95%
K1-6 D(3) Family DOUGLAS HEIGHTS	99	96	3	97%	99%
K1-7 D(1) SCATTERED SITES	24	24	-	100%	96%
K1-9 D(1) SCATTERED SITES	30	30	-	100%	97%
K1-10 *M(2) SCATTERED SITES	42	37	5	88%	93%
K1-11 M(1) D(1) GRANDVIEW PARK	40	35	5	88%	83%
K1-12 D(2) CHALET MANOR	66	61	5	92%	95%
K1-13 WELBORN VILLA	80	80	-	100%	100%
K1-14 BETHANY PARK TOWERS	153	150	3	98%	98%
K1-15 *M(6) SCATTERED SITES	20	12	8	60%	65%
K1-17*M(1) GLANVILLE TOWERS	108	103	5	95%	94%
K1-18 ROSEDALE TOWERS	122	120	2	98%	98%
K1-20 D(1) WESTGATE TOWERS	163	155	8	95%	94%
K1-21 D(1) SCATTERED SITES	8	7	1	88%	88%
K1-22 WESTGATE VILLA	20	20	-	100%	100%
K1-23 D(1) SCATTERED SITES	38	37	1	97%	95%
K1-24 M(18) PLAZA TOWERS	115	92	23	80%	81%
K1-25 D(1) SCATTERED SITES	12	12	-	100%	100%
Sub-Total before Adjustments	2,058	1,852	206	90%	92%
Less: # of Deprogrammed Units	35				
Less: # of Units Under Modernization	39		40		
Total Units Available for Occupancy	1,984	1,818	166	92%	94%

21  
(\*) Modernization units

## **MODERNIZATION AND DEVELOPMENT REPORT** **March, 2020**

### **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.

The following projects are complete: K1-57 Westgate Tower (20), Window Improvement; K1-54 Scattered Sites (23), HVAC Improvements; K1-57 Westgate Villa HVAC Central Air Conditioning Replacement.

### **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<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. Architect and engineering firms have been selected to complete work under this program.

The following project are complete: K1-56 Rosedale Tower Fire Sprinkler Improvement, K1-57 Westgate Tower Parking Lot Improvement, and K1-56 Glanville Tower Common Area HVAC Improvement.

### **K1-57 WESTGATE TOWER AND PLAZA TOWER ELEVATOR MODERNIZATION**

Bids were due on August 29<sup>th</sup>, 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. The bid with 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. in the amount of \$962,322.00. A pre-construction meeting was held on October 19, 2018. Notice to Proceed was issued on May 1, 2019. Plaza Tower passenger and freight elevator are now complete. Westgate Tower passenger and freight elevator are



complete. Final paper work, and close out documents have been submitted for close out of this project.

### **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<sup>th</sup>, 2016. The Capital Fund Program 2017 was approved at the December 15<sup>th</sup>, 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. Architect and engineering firms have been selected to complete work under this program.

The following project is complete: K1-54 Scattered Sites (15) Interior Modernization Phase 1.

### **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., in the amount of \$501,545.00. Minnesota Elevator Inc. has completed an assessment of the equipment needed and has ordered the equipment. Work began on November 30, 2018. Work on both elevators is complete and has been accepted. Final paperwork and close out of this project have been submitted for final closeout.

### **K1-57 PLAZA TOWER - RELOCATION - FLOORS 6, 7, and 8**

Bids were received on January 24, 2019, for the moving of residents from dwelling units on the 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> floors of Plaza Tower. This is the first phase of interior modernization of Plaza Tower. Residents will be moved within Plaza Tower during this project. The apparent responsive low bidder is Coleman Worldwide Moving with a total bid of \$21,561.45. Five companies bid on this project. Bids ranged in price from \$21,561.45 to \$47,685.00. Since the contract amount is below the threshold of \$75,000 requiring Board of Commissioners approval. Staff awarded a contract to Coleman Worldwide Moving, in the amount of \$21,561.45. All residents have been moved off of the 8<sup>th</sup> Floor.

### **K1-54 SCATTERED SITES (15) RELOCATION**

Bids have been received for the relocation of the residents of 6 houses in preparation for Phase 2, of Interior Modernization. The low bidder, a Friend with a Truck, has entered into a contract in the amount of \$5,700.00 to move these 6 residents. Boxes have been delivered in preparation for moving of these 6 residents. Relocation of these 6 residents occurred March 9<sup>th</sup> & 10<sup>th</sup> and is now complete.

### **K1-56 ROSEDALE TOWER AIR HANDLER REPLACEMENT**

Bids were received on June 12<sup>th</sup>, 2019 for this project. Three contractors bid on this project. Bids ranged in price from \$42,350.00 to \$71,000.00. The low bid of \$42,350.00

was submitted by Anderson Mechanical LLC. Since this amount is below the threshold of \$75,000 requiring Board approval, staff has awarded a contract for air handler replacement at Rosedale Tower to Anderson Mechanical LLC, in the amount of \$42,350.00. A pre-construction meeting was held on July 12<sup>th</sup>, 2019. Equipment has been ordered and received. Notice to Proceed was issued on February 16<sup>th</sup>, 2020. The contractor has determined that the HVAC valves will not close and must be replaced, prior to the replacement of the air handler. The HVAC valves were replaced and install on March 5<sup>th</sup>. The air handler installation is underway and is progressing well.

#### **K1-53 DOUGLAS HEIGHTS HVAC REPLACEMENT**

Bids were received on June 26<sup>th</sup>, 2019 for this project. The Board authorized the award of a contract at the July 2019 meeting to AAIM Services, LLC, in the amount of \$284,000.00. Pre-construction meeting was held on July 30<sup>th</sup>, 2019. Notice to proceed was issued on October 29<sup>th</sup>, 2019. Work is progressing well, with all HVAC unit replacements on Barber Court and Lawrence Court completed. Work on Lawrence Drive and Willard Court is underway. Project is projected to be completed by the end of March.

#### **K1-57 PLAZA TOWER INTERIOR MODERNIZATION PHASE 1 (Floors 7 and 8)**

Bids were received on July 15<sup>th</sup>, 2019 and revised bids were received on August 2<sup>nd</sup>, 2019 for this project. The Board authorized the award of a contract, at the August 2019 meeting, to Construction Management Service, Inc., in the amount of \$1,807,376.30. Pre-construction meeting was held on August 23<sup>rd</sup>, 2019. Notice to proceed was issued on September 11<sup>th</sup>, 2019. Work has begun with the 8<sup>th</sup> floor demolition completed. Erection of the personnel and material hoist is complete. Framing is complete, rough in of the fire sprinkler piping, electrical, and plumbing are complete. Installation of the replacement windows for the 8<sup>th</sup> floor is complete. Drywall installation on the 8<sup>th</sup> floor is nearly complete. Taping of the drywall is underway with approximately 40% of the 8<sup>th</sup> floor completed.

#### **K1-53 CHALET MANOR SLOPE STABILIZATION**

Bids were received on October 2<sup>nd</sup>, 2019 for this project. The Board authorized the award of a contract at the October 2019 meeting to BC Hardscapes LLC, in the amount of \$320,992.00. Pre-construction meeting was held on November 5<sup>th</sup>, 2019. Notice to proceed was issued on March 2<sup>nd</sup>, 2020. Currently slope is being cut and brought down to base grade. One load of retaining wall blocks has been delivered.

#### **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<sup>th</sup>, 2017. The Capital Fund Program 2018 was approved at the December 21<sup>st</sup>, 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. Architectural and Engineering Services, for the preparation

of building plans and specifications, for the 2018 improvement projects, have been awarded.

#### **K1-56 AND K1-57 GLANVILLE, ROSEDALE AND PLAZA TOWERS SECURITY CAMERA IMPROVEMENTS**

Bids were received on July 24<sup>th</sup>, 2019 for this project. The Board authorized the award of a contract at the August 2019 meeting to American Digital Security, LLC, in the amount of \$202,823.74. Pre-construction meeting was held on September 13<sup>th</sup>, 2019. Notice to proceed was issued on December 16, 2019. Installation of new cameras is complete. Demolition of old cameras is underway. Contractor has scheduled training on new equipment for week of March 16<sup>th</sup>, 2020.

#### **CAPITAL FUND PROGRAM 2019**

The funding amount for this program is \$4,889,781.00. The public hearing and final budget were presented to the residents on December 5<sup>th</sup>, 2018. The Capital Fund Program 2019 was approved at the December 20<sup>st</sup>, 2018 Board meeting. Staff has submitted all required documents to HUD for acceptance of this funding. Architectural and Engineering Services, for the preparation of building plans and specifications, for the 2019 improvement projects, have been awarded.

#### **KCKHA MAINTENACE FACILITY - 1300 MEADOWLARK LANE**

Bids were received on June 6<sup>th</sup>, 2018 for this project. The Board authorized the award of a contract at the June 2018 meeting to Allison and Alexander, Inc., in the amount of \$2,814,730.00. Pre-construction meeting was held on July 13<sup>th</sup>, 2018. Notice to Proceed was issued on September 27<sup>th</sup>, 2018. Construction on this facility began with all major site work and preparation of the pad site for the new addition, footings were poured and the pad was formed to be poured. Construction was suspended on January 8<sup>th</sup>, 2019. Construction was restarted in November of 2019. Currently, the building addition pad has been poured and the erection of the steel building has started and is progressing well.

## RESIDENT INITIATIVE REPORT

MARCH 2020

SUBMITTED BY SHARRON DAVIS-MAYS

SELF-SUFFICIENCY COORDINATOR

On February 5, 2020 the Public Housing Resident Council met at Welborn Villa. There were a total of 25 residents in attendance. The meeting consisted of training the resident leaders on how to manage conflicts during resident council meetings.

The resident leaders were given copies of their approved budgets for the 2020 year. This year the majority of the resident council submitted their budgets on time in order to start accessing their funding for resident activities.

On February 10, 2020 I met with the resident leaders from Cyrus K. Holiday. Kim Williams is the current president. Mrs. Williams and Cyrus K. Holiday officers are planning summer activities for the youth.

On February 27, 2020 Thomas Scott, Executive Director and I met with Connecting for Good to discuss its relocation to another site. Connecting for Good staff, Tom Esselman, Chief Executive Officer and Rick Dean were in attendance. Connecting for Good has provided positive programming for the youth and job searches for adults.

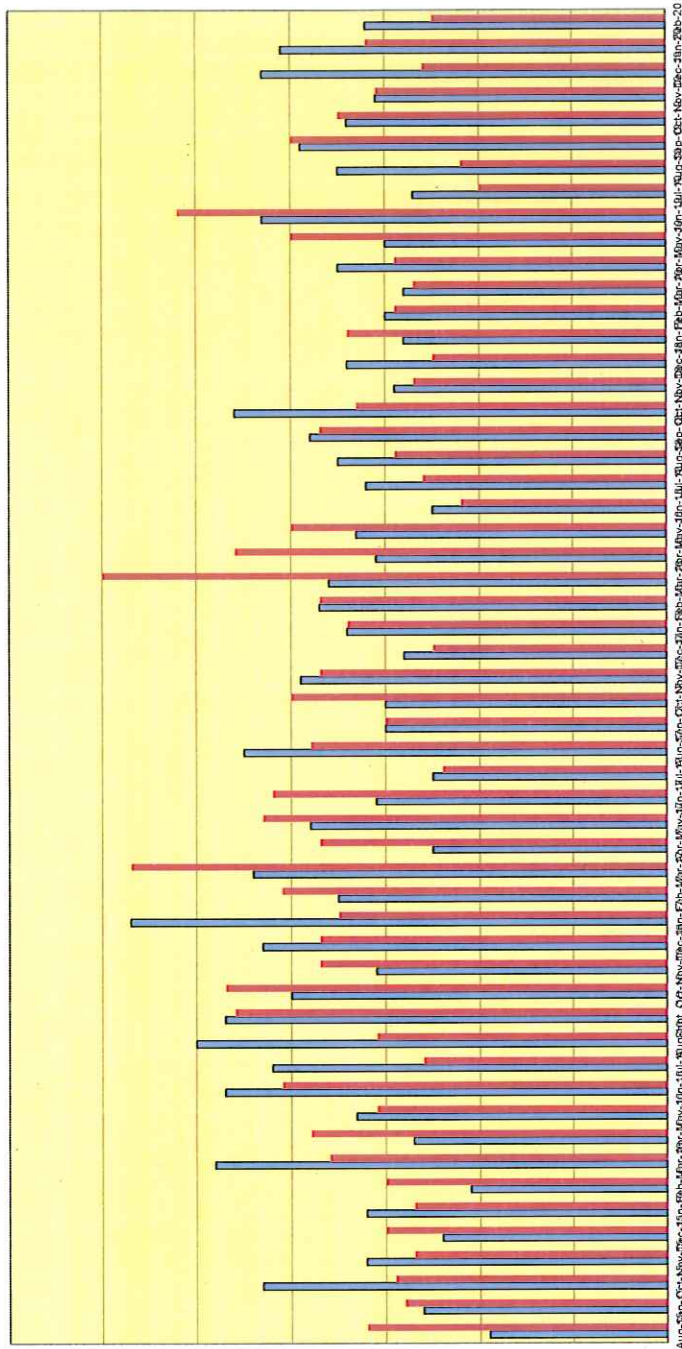
On February 28, 2020 I met with the resident council of Wyandotte Towers. The resident leaders requested guidance on regulations that govern their resident participation funds. A few residents were not clear on how the funding can be utilized. I provided hard copies of the federal guidelines to help with understanding how the federal dollars can be utilized.

One hundred flyers were sent out to Housing Choice Voucher participants during the month of February 2020 to market the Family Self-Sufficiency Program. There are 25 slots available to meet the guidelines for the grant.

Month	Year	Units	HAP
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
February	2019	1267	827,427
March	2019	1258	823,463
April	2019	1242	819,093
May	2019	1242	817,235
June	2019	1243	832,844
July	2019	1247	822,948
August	2019	1246	828,420
September	2019	1247	835,832
October	2019	1254	835,543
November	2019	1260	831,453
December	2019	1291	851,950
January	2020	1303	861,759
February	2020	1315	879,867
March	2020	1312	890,644

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	41	57
Mar-17	44	41
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
Jan-19	28	34
Feb-19	30	29
Mar-19	28	27
Apr-19	35	29
May-19	30	40
Jun-19	43	52
Jul-19	27	20
Aug-19	35	22
Sep-19	39	40
Oct-19	34	35
Nov-19	31	31
Dec-19	43	26
Jan-20	41	32
Feb-20	32	25

Chart Title



KANSAS CITY KANSAS HOUSING AUTHORITY  
BOARD OF COMMISSIONERS MEETING  
March 19, 2020

New Business Consent Item: Authorizing Collection Loss – Write-Offs

**Resolution No. 2020-03**

**BACKGROUND:**

The Kansas City Kansas Housing Authority (KCKHA) Finance Department submits for Board approval collection loss write-offs twice a year, in March and September on uncollectible dwelling rent and other charges. Other charges include maintenance charges, retroactive rent charges (due to unreported income) and court fees assessed during the current fiscal year. The Housing and Urban Development (HUD) allows for the write-off of uncollected tenant receivables only when the tenant has vacated the premises.

**CURRENT ISSUE:**

Staff has reviewed and prepared the list of aged vacated tenants' accounts balances that are eligible to be written-off. These balances have been determined to be uncollectible in accordance with HUD regulations and can be included as part of the write-offs which requires Board of Commissioners approval by resolution.

**BOARD ACTION:**

Approve Resolution No. 2020-03, if appropriate.

**RESOLUTION NO. 2020-03**

**COLLECTION LOSS WRITE-OFFS**

**WHEREAS**, the aged vacated tenants' accounts balances have been reviewed and certain balances have been determined to be uncollectible; and

**BE IT RESOLVED**; HUD requires that all write-offs be approved by the Board of Commissioners by resolution.

**NOW, THEREFORE, BE IT FURTHER RESOLVED** by the Board of Commissioners of the Housing Authority of Kansas City, Kansas that the total amount of \$245,705.56 be written off as collection loss, as summarized by project on the attached schedule. The Board of Commissioners of the Housing Authority of Kansas City, Kansas does hereby approve Resolution No. 2020-03.



**Kansas City, Kansas Housing Authority**  
Collection Loss Recap - March 2020

Project	Rent	Retro	Other	Total
Juniper Gardens	\$3,916.91	\$8,038.44	\$15,477.51	\$27,432.86
Wyandotte Towers	\$10,552.42	\$17,912.82	\$4,553.92	\$33,019.16
Belrose Manor	\$9,360.00	\$15,501.34	\$8,646.44	\$33,507.78
Bethany Towers	\$4,281.17	\$22,114.00	\$4,256.17	\$30,651.34
Chalet Manor	\$3,324.50	\$8,366.50	\$4,373.40	\$16,064.40
Cyrus K Holliday	\$5,017.00	\$14,187.00	\$4,531.02	\$23,735.02
Douglas Heights (E)	\$648.00	\$2,897.95	\$3,622.96	\$7,168.91
Douglas Heights (F)	\$3,308.00	\$2,168.00	\$1,247.95	\$6,723.95
Glanville Towers	\$729.71	\$0.00	\$333.45	\$1,063.16
Grandview Park	\$1,158.00	\$2,990.62	\$4,980.39	\$9,129.01
Plaza Towers	\$3,266.94	\$0.00	\$1,155.87	\$4,422.81
Rosedale Towers	\$2,690.58	\$617.00	\$2,758.86	\$6,066.44
Scattered Sites-007	\$69.00	\$0.00	\$2,856.85	\$2,925.85
Scattered Sites-010	\$3,513.00	\$644.50	\$4,069.64	\$8,227.14
Scattered Sites-021	\$2,916.00	\$5,891.00	\$6,808.34	\$15,615.34
Scattered Sites-025	\$540.50	\$0.00	\$2,345.86	\$2,886.36
St Margaret's Park	\$1,350.00	\$0.00	\$4,302.48	\$5,652.48
Welborn Villa	\$423.00	\$0.00	\$1,700.14	\$2,123.14
Westgate Towers	\$6,614.82	\$325.00	\$1,937.21	\$8,877.03
Westgate Villa	\$333.00	\$0.00	\$80.38	\$413.38
<b>Total</b>	<b>\$64,012.55</b>	<b>\$101,654.17</b>	<b>\$80,038.84</b>	<b>\$245,705.56</b>

**AMP**

51	Juniper Gardens	\$3,916.91	\$8,038.44	\$15,477.51	\$27,432.86
52	Family North	\$11,868.00	\$18,491.96	\$17,929.31	\$48,289.27
53	Family South	\$11,649.50	\$24,721.50	\$10,152.37	\$46,523.37
54	Scattered Sites	\$7,038.50	\$6,535.50	\$16,080.69	\$29,654.69
55	Wyandotte Towers	\$10,552.42	\$17,912.82	\$4,553.92	\$33,019.16
56	Elderly East	\$8,349.46	\$25,628.95	\$10,971.44	\$44,949.85
57	Elderly West	\$10,637.76	\$325.00	\$4,873.60	\$15,836.36
	<b>Total</b>	<b>\$64,012.55</b>	<b>\$101,654.17</b>	<b>\$80,038.84</b>	<b>\$245,705.56</b>

KANSAS CITY KANSAS HOUSING AUTHORITY  
BOARD OF COMMISSIONERS MEETING  
March 19, 2020

New Business Discussion Item: PHA Board Resolution Approving the Annual Operating Budget

**Resolution No. 2020-04**

**BACKGROUND:**

This information is required by Section 6(c)(4) of the U.S. Housing Act of 1937. The information is the operating budget for the low-income public housing program and provided summary of the proposed/budget receipts and expenditures, approval of budgeted receipts and expenditures, and justification of certain specified amounts. HUD requires PHAs to submit the PHA Board Resolution Approving Operating Budget - HUD form 52574 as certification.

**CURRENT ISSUE:**

The Kansas City Kansas Housing Authority (KCKHA) Finance Department prepares the Annual Operating Budget. Based on past revenue and expenditures the agency put forth the budget to the Finance Committee to review and make recommendations. Once it has been received by the Finance Committee, staff prepares the final Operating Budget for the Board of Commissioners. CY 2020 budget was based on 92% of proration level estimate and final funding is expected to be at 96.33% proration. HUD is preliminarily funding PHAs based on interim estimates levels. January and first half of February proration estimate was 96.46%. Second half of February and March 2020 proration estimate is at 96.54%. The CY 2021 Operating budget was prepared using a 92% proration level estimate.

This requires Board Approval by resolution, certified by the Board Chair by signing and submittal of the PHA Board Resolution Approving Operating Budget - HUD form 52574.

**BOARD ACTION:**

Approve Resolution No. 2020-04, if Appropriate.

**RESOLUTION No. 2020-04**

**PHA Board Resolution Approving the Annual Operating Budget**

**BE IT RESOLVED;** that the Board of Commissioners of the Housing Authority of Kansas City, Kansas approves the CY 2020 Operating Budget as presented to the Board of Commissioners.

**NOW, THEREFORE, BE IT FURTHER RESOLVED** by the Board of Commissioners of the Housing Authority of Kansas City, Kansas does hereby approve Resolution 2020-04.