



# Agenda

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

### **Regular Meeting**

Thursday, September 19, 2019  
12 noon

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

- I. Roll Call
- II. Approval of the Minutes  
Special Board Meeting August 13, 2019  
(Pages 1—7)
- III. Executive Director's Report  
(Pages 8—27)
- 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. New Business Consent Item:       None
- VII. New Business Discussion Item:
  - A. Resolution No. 2019-17       Collection Loss Write-Off  
   (Pages 28—29)
- VIII. Adjournment

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

Thursday, August 13, 2019  
12 noon

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

On the 13th day of August 2019 at 12 noon the Board of Commissioners of the Housing Authority of Kansas City, Kansas met in special 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 (via conference call)  
Jacques Barber, Commissioner  
Rachel Jefferson, Commissioner  
Don Jolley, Commissioner  
P. Anne McDonald, Commissioner (via conference call)  
Timothy J. Rhodes, Commissioner  
Denise Tomasic, Commissioner  
Cardelia Walker, Commissioner  
Linda Warner, Commissioner (via conference call)  
Charles Wilson, Commissioner

ABSENT: Alvin Sykes, Commissioner

ALSO PRESENT: Thomas M. Scott, Executive Director/CEO  
Cherrie Escobar, Director of Section 8  
Melinda Linnell, Director of Housing Management  
Sharron Davis-Mays, Self-Sufficiency Coordinator  
Benice Meeks, Assistant Director of Finance  
Jacqueline D. Randle, Executive Services Manager  
Veronica Sanders, Financial Analyst  
Anthony J. Shomin, Director of Facilities Management  
Linda Barber/Retired, Guest of Jacques Barber

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

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Commissioner Tomasic made a motion to approve the minutes of July 18, 2019. Commissioner Rhodes seconded the motion and the following vote was recorded:

AYES: Barber, Jefferson, Jolley, McDonald, Rhodes, Tomasic, Walker, Watkins, Wilson

NAYS: None

ABSENT: Banks, Sykes, Warner

ABSTAIN: None

Motion carried.

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

- Mr. Scott provided the Board with a handout entitled, *Lead the Way: PHA Governance and Financial Management—A Training for Board Members*. This is online training that Board members must register for which can be done at home or here at the Housing Authority. This is a certification program for commissioners.
- On August 8, 2019 Mr. Scott, Chairman Watkins and Rev. Banks met with HUD representatives Velma Navarro, from the Regional office out of Denver, and Fran Cleary and Julie Miles from the local office, to discuss where we are and to get an update of the maintenance facility. The meeting went well.
- That morning, Mr. Scott met with Mayor Alvey to discuss what direction we are going in. Juniper Gardens was discussed briefly.
- A Friday meeting was held with Maureen Mahoney and a developer that is interested in doing redevelopment in the northeast area. Juniper Gardens was discussed, along with light industrial. The meeting was favorable.
- Mr. Scott will meet with the Bonner Springs City Council on August 26, 2019 to discuss the Bonner Springs Housing Authority which has 50 units of which 30 are in a three-story high-rise building.
- We are still working on the phones and IT upgrades.
- An emergency has been declared for the maintenance facility at 624 State Avenue due to its condition. Abatement is being done in the refrigeration area. The parking garage will be closed off. Service truck drivers will be allowed to drive their trucks home. The larger trucks will be parked on the site. The carpenter shop will be shut down on rainy days and staff will be used elsewhere. Scott noted that 50 percent of the maintenance staff reports to the high-rises and the rest work on the developments. Work on the new maintenance will start back, we are hoping for mid-September. We should hear something by August 19, 2019 from HUD related to the

\$1.4 Million which we are to repay ourselves. HUD has been favorable and understands our present situation.

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## **Committee Reports**

Chairman Watkins called for committee reports.

### Bylaws

Commissioner Barber noted there was no report from the Bylaws Committee.

### Finance

Commissioner McDonald noted that we are waiting for a date from the auditors for their exit interview before we set a date for the next Finance Committee meeting. In Ms. Rogers' absence, Ms. Meeks noted that was correct. The auditors should be here in September.

### Inclusion and Public Information

Commissioner Warner was not present at this point in the meeting.

### Personnel

Vice-Chairman Banks was not present at this point in the meeting. Chairman Watkins noted that the Personnel Committee meeting for today was cancelled. Mr. Scott indicated we are looking at next Tuesday for a meeting, but the time has not been set. *(Commissioner Warner joined via conference call.)*

### Development and Improvement

Commissioner Rhodes indicated that a lengthy meeting took place on August 1, 2019 regarding the Meadowlark Lane property and the Capital Funds Program. Staff will prepare a RFQ for a property developer to help us with our needs assessment. The committee suggested doing a bus tour to look at the Housing Authority properties. *(Vice-Chairman Banks joined via conference call.)* Scott added that the RFQ would be available and ready to go out by the end of the year. This would have to be included in our plan which is submitted by year end. He encouraged the Board to engage in some training in September to understand the various facets related to this needs assessment. Commissioner Tomasic asked how this would tie in with the group Mr. Scott met with on Friday. Mr. Scott indicated we would work together simultaneously. Shomin indicated it would take 60-90 days to get it all going for the needs assessment.

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### Resident Participation

Commissioner Wilson indicated he would notify Ms. Randle of their next meeting so she could get the message out to the Resident Participation Committee.

### Executive

Chairman Watkins noted the Executive Committee did not meet.

### Community Housing Investment Group (CHIG)

Chairman Watkins noted that CHIG has met twice. The July meeting was to approve \$250,000 to go toward the maintenance facility. A lengthy meeting was held in April to discuss DHAL upgrades and other matters related to the property. He indicated that DHAL is a high performing asset and Vice-Chairman Banks agreed. Chairman Watkins acknowledged Mr. Scott's efforts at DHAL to keep the property running smoothly. He noted that marketing will go out regarding the property. Commissioner Barber asked if there was recognition for the DHAL model. Mr. Scott indicated DHAL does not fall under HUD's oversight. However, we are acknowledged by Midwest Housing Equity Group and Kansas Housing Resource Corp which is not publicized. Chairman Watkins noted that DHAL is the single best performing low-income housing tax credit project ever in the state of Kansas. Mr. Scott added that we have received awards for the Top Assisted Living Center. Chairman Watkins discussed using the model, with fewer units, in the urban core. He suggested not only the northeast, but also Turner and Rosedale, for possible locations. Mr. Scott indicated the Housing Authority would need to provide subsidy for smaller properties.

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### Public Comments

There were no comments from the public.

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### **New Business Consent Items**

Commissioner Barber made a motion to approve Resolution Nos. 2019-14 and 2019-15. Commissioner Tomasic seconded the motion and the following vote was recorded:

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

NAYS: None

ABSENT: Sykes

ABSTAIN: None

Motion carried.

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Resolution No. 2019-14—authority to dispose of scrap metal.

Inoperative appliances have been identified by manufacturer serial numbers and PHA decal numbers and sold as scrap metal. This resolution authorizes the disposal of scrap metal in accordance with the agency's procedure for the disposal of personal property. The value for these 18 refrigerators and 12 ranges will be determined by scrap metal weight.

**RESOLUTION NO. 2019-14—AUTHORITY TO DISPOSE OF SCRAP METAL.**

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Resolutions No. 2019-15—authorize a contract with American Digital Security, LLC for security camera improvements at Glanville Towers, Rosedale Towers and Plaza Towers.

This resolution authorizes the Board to accept the bid by American Digital Security, LLC for security camera improvements at Glanville, Rosedale and Plaza Towers. Currently the cameras only monitor the entry door locations at each tower. The security camera improvements will replace existing cameras at all three locations. Additional cameras will be added by the elevators on each floor and on the roof to monitor the parking lots and outside areas. The Invitation to Bid was advertised in the usual publications, posted on the agency's website and mailed directly to contractor reporting services. Eleven contractors picked up plans for this project and six contractors attended the Pre-Bid Conference. With a bid of \$202,823.74; American Digital Security, LLC was the only contractor to bid this work. Due to there only being one bid, a cost analysis was conducted. The staff and architect declared this bid as reasonable. The

architect's estimate for this job is \$748,735.42. The contractor is comfortable with his bid. This bid was submitted to HUD, as only one bid was received. We were informed that HUD approval was not necessary as this bid fell under the \$250,000 threshold determined by the Simplified Acquisition Threshold. American Digital Security, LLC has been in business for 17 years. The Housing Authority has no previous experience with this contractor. References were favorable. There is \$310,000 in the 2018 Capital Fund Program budgeted for the work. The staff and architect recommend approval of this bid submitted by American Digital Security, LLC in the amount of \$202,823.74.

RESOLUTION NO. 2018-15—AUTHORIZE A CONTRACT WITH AMERICAN DIGITAL SECURITY LLC FOR SECURITY CAMERA IMPROVEMENTS AT GLANVILLE TOWERS, ROSEDALE TOWERS AND PLAZA TOWERS.

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#### **New Business Discussion Item**

Resolution No. 2019-16, authorizing a contract with Construction Management Services, Inc. for Phase I Interior Modernization at Plaza Towers, is introduced.

Mr. Shomin noted this resolution was presented last month and rejected as the bids were over the allotted budget, and to give staff time to re-evaluate and make recommendations. The three bidders were contacted, told their bids were above the allocated budget and given an opportunity to lower their bids, and asked to resubmit their bids by August 2, 2019. Construction Management Service, Inc. was the apparent low bidder with a base bid and alternates totaling \$2,670,055.10. The revised low bid is above the allocated budget for this work. Construction Management Service, Inc. was asked to complete two floors, instead of three, to bring the work within budget. The base bid and add alternate for windows were added together and divided by three for a per floor price, and then multiplied by two, for the two floor contract amount. The contractor accepted this revision. Construction Management Services, LLC has been in business for 10 years. The housing authority does not have experience with this contractor. The debar list was checked and this contractor does not appear on the list of Parties Excluded from Federal Contracts. The architect and staff recommend approval of this revised bid for interior modernization of two floors at Plaza Towers in the amount of \$1,807,376.30 which includes the base bid plus alternates. Mr. Scott reminded the Board that this was pulled last month and does two things: 1) it allows us to obligate funds before the deadline or risk losing the funds; and 2) this also allows us to slow things down and get the feasibility study done. Commissioner Barber questioned if we knew why the architects' estimate was so low. Mr. Shomin indicated that the construction climate is so good right now and this contributes to why the project is costing more. The housing authority's history shows that the most we have spent per



unit is \$35,000 and this bid brings us up to \$50,000. Mr. Shomin is hoping the cost comes down with the next phase.

Commissioner Barber made a motion to approve Resolution Nos. 2019-16. Commissioner Tomasic seconded the motion and the following vote was recorded:

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

NAYS: None

ABSENT: Sykes

ABSTAIN: None

Motion carried.

RESOLUTION NO. 2019-16—AUTHORIZE A CONTRACT WITH CONSTRUCTION MANAGEMENT SERVICES, INC. FOR PHASE I INTERIOR MODERNIZATION AT PLAZA TOWERS.

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With no further business, Chairman Watkins called for the meeting to be adjourned 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

September 19, 2019

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

/s/ Thomas M. Scott

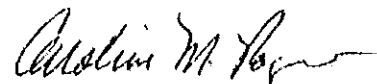
Thomas M. Scott  
Executive Director/CEO

**Kansas City, Kansas Housing Authority**  
**Statement of Funds Available**  
**For the Period Ended AUGUST 31, 2019**

Description	Rate <sup>(a)</sup>	Maturity Date	Amount	Bank
General Fund Account	0.15%		\$362,157.17	Liberty
Payroll Account	0.00%		\$3,753.86	Liberty
ACH Pymt Account	0.15%		\$1,815.70	Liberty
Rent Depository Account	0.00%		\$1,374,530.03	Bank of Labor
Rent Bank Deposit Accounts	0.55%		\$184,361.03	Various
Homeless Prevention Program	0.90%		\$5,613.87	Bank of Labor
Sponsorship Program	0.50%		\$19,901.35	Bank of Labor
Section 8 Checking	0.00%		\$100,023.02	Bank of Labor
EPC Replacement Reserve Acct	0.15%		\$38,716.71	Liberty
KCKHA Debt Service Account			\$190,441.17	Deutsche Bank
CD#120245349	1.49%	08/26/19	\$500,000.00	Bank of Labor

(a) Represents Rates as of September 10, 2019 provided by Banks.

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

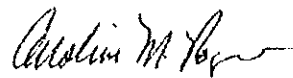


Caroline M. Rogers  
 Director of Finance

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

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	<b>Rent &amp; Other Charges</b>	<b>Repayment Agreements</b>	<b>Net Total</b>
Accounts Receivable (Amounts Delinquent)	\$221,067.33	(\$131,664.57)	\$89,402.76
 Total Charges to Tenants for Month			 \$443,717.30
 Delinquency Ratio			 20.15%
 Petitioned to Court			 <u>25</u>
 Praecipes Issued			 <u>10</u>
 Evictions			 <u>9</u>
 Pending Evictions			 <u>0</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 AUGUST'19

**\*CONTRACT COSTS\***

VETS Securing America	12,633.44
Twin City	1,204.00

**\*MAINTENANCE COSTS\***

BAILEY INDUSTRIAL CLEANING	6,645.00
BLUELINX CORPORATION	3,807.20
Booney's Lawn Service	2,625.00
CFM Distributors Inc.	1,291.06
Coleman Equipment Inc	1,054.48
CUMMINS CENTRAL POWER, LLC.	4,644.79
DOUG'S AUTO REPAIR	1,126.83
Ferguson Enterprises Inc.	1,499.79
Fire & Security Solutions	1,439.20
General Electric Company	6,750.00
H.D. Supply	1,240.76
H.D. Supply	1,120.88
JIM'S SERVICES	1,405.00
Kansas City Winnelson Co.	1,003.02
Klemp Electric Mach. Co. Inc.	1,284.41
Klemp Electric Mach. Co. Inc.	1,262.18
Lowe's	1,592.86
Martin Mechanical Corporation	7,221.92
Midway Ford Truck Center Inc.	2,077.83
MIDWEST BED BUG SERVICES	1,500.00
Midwest Supply Inc.	2,480.47
MINNESOTA ELEVATOR INC	1,025.50
National Fire Suppression	1,780.00
Olney Sales Inc.	5,000.00
Olney Sales Inc.	1,015.00
OSCARS MAINTENANCE SERVICE CORP, LLC	2,115.00
OSCARS MAINTENANCE SERVICE CORP, LLC	1,800.00
OSCARS MAINTENANCE SERVICE CORP, LLC	1,380.00
OSCARS MAINTENANCE SERVICE CORP, LLC	1,350.00
Overhead Door Company	1,180.00
Pcs	1,924.29
Pcs	1,219.80

*Schedule C - Expenses Over \$1,000***Kansas City, Kansas Housing Authority**

Payments Over \$1,000.00

For The Month of AUGUST'19

Plumb Supply Company, LNX	2,589.85
Precision Plumbing & Construct, Inc	2,517.00
Riback Supply Company	1,703.29
Sherwin-Williams Co	2,946.35
Sherwin-Williams Co	2,554.79
Sherwin-Williams Co	1,731.56
SOS Pest Control	2,250.00
STACO ELECTRIC CONSTRUCTION CO	2,254.75
Stanion Wholesale Elec. Co.	3,995.98
Stanion Wholesale Elec. Co.	3,053.94
Stanion Wholesale Elec. Co.	2,645.60
Strasser Hardware	2,069.49
SUTTON REMODELING, LLC	3,500.00
SUTTON REMODELING, LLC	1,580.00
Three Sons Painting LLC	3,020.00
Three Sons Painting LLC	2,605.00
Waste Management	7,825.14
WHITE LAWN AND LANDSCAPE, LLC	3,585.00
 <b>*MISCELLANEOUS COSTS*</b>	
American Express	14,130.80
AT&T	6,470.32
AT&T	1,638.88
ENTERPRISE FM TRUST	7,068.93
Evans & Mullinix, P.A.	6,322.00
GFI DIGITAL	5,355.00
Housing Authority Risk Retention Group	43,507.00
Housing Insurance Serv. Inc.	82,760.00
Kinkos Fedex	2,605.00
Lockton Companies	14,094.75
New Village Printing & Promotional, LLC	2,121.46
ONLINE INFORMATION SERVICES, INC	1,310.00
PayLease, LLC	1,781.72
Postmaster	5,000.00
SCOTT & ASSOCIATES, LLC	15,200.00
SCOTT & ASSOCIATES, LLC	14,100.00
Time Warner Cable	1,417.57
U.S BANK EQUIPMENT FINANCE	2,439.69
UPCS Engineering Services	3,907.50

*Schedule C - Expenses Over \$1,000***Kansas City, Kansas Housing Authority**

Payments Over \$1,000.00

For The Month of AUGUST'19

Urban Works, LLC	3,000.00
Verizon Wireless	6,476.50
WEX BANK DBA WRIGHT EXPRESS FSC	4,667.00

**\*OTHER GRANT COSTS\***

Archetype Design Group Inc	22,756.26
Envirotech Heating and Cooling	88,290.00
Martin Mechanical Corporation	5,783.00
MINNESOTA ELEVATOR INC	396,283.92
ppB EnviroSolutions, LLC	12,800.00
SGI	101,913.93

**\*PAYROLL COSTS\***

AETNA	105,329.62
Delta Dental	4,695.66
Kansas Payment Center	1,141.65
Kansas Payment Center	1,141.65
Kansas Public Employ Ret Syst	32,103.81
Kansas Public Employ Ret Syst	30,802.51
Nationwide Retirement Solution	2,704.08
Nationwide Retirement Solution	2,704.08
UMB HEALTH SAVINGS ACCT	3,699.13
UMB HEALTH SAVINGS ACCT	3,599.13
W.H. GRIFFIN, TRUSTEE	2,145.16
WILLIAM W. HUTTON ATTORNEY AT LAW	2,400.00
WILLIAM W. HUTTON ATTORNEY AT LAW	1,500.00

**\*INTERBANK TRANSFERS\***

Liberty Gen Fund to Payroll Transfers	174,400.00
Liberty Gen Fund to Payroll Transfers	176,200.00
Liberty Gen Fund to ACH Transfers	38,500.00
Liberty Gen Fund to ACH Transfers	37,200.00
Liberty Gen Fund to ACH Transfers	1,415.00
Liberty Gen Fund to ACH Transfers	5,000.00
Bank of Labor Gen Fund to Liberty Gen Fund	500,000.00

*Schedule C - Expenses Over \$1,000*

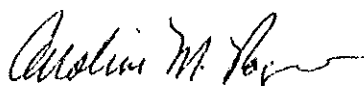
**Kansas City, Kansas Housing Authority**

Payments Over \$1,000.00

For The Month of AUGUST'19

**\*UTILITIES COSTS\***

Board of Public Utilities	78,839.51
Board of Public Utilities	40,171.78
Board of Public Utilities	40,042.28
Constellation New Energy-Gas	1,029.58
Kansas Gas Service	4,253.08
Kansas Gas Service	1,112.39
	2,305,662.78



Caroline M. Rogers  
Director of Finance

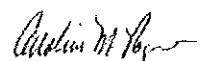


**Kansas City, Kansas Housing Authority**  
**Operating Receipts and Expenditures**  
**For Period Ending July 31, 2019**

	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				\$1,701,888.44	34%	\$5,052,098.00			
Fraud Recovery Income							\$63,440.30		
Interest Income	\$536.79	39%	\$1,390.00			\$6,200.00			\$20.00
Tenant Income				\$116,194.56	37%	\$318,090.00			
Other Income	\$317,536.07	68%	\$469,242.00	\$45,134.05	4%	\$1,056,053.00	\$1,159.78		
Fee for Services - COCC	\$383,264.35	16%	\$2,385,276.00						
Management Fees	\$610,834.63	33%	\$1,838,931.00						
Total Operating Income	\$1,312,171.84	28%	\$4,694,839.00	\$1,863,217.05	29%	\$6,432,441.00	\$64,600.08	#####	\$20.00
Operating Subsidy				\$2,896,091.00	39%	\$7,489,377.00			
Prior Year Subsidy									
Section 8 Admin Fees							\$243,509.00	28%	\$863,666.00
<b>Total Operating Receipts</b>	<b>\$1,312,171.84</b>	<b>28%</b>	<b>\$4,694,839.00</b>	<b>\$4,759,308.05</b>	<b>34%</b>	<b>\$13,921,818.00</b>	<b>\$308,109.08</b>	<b>36%</b>	<b>\$863,686.00</b>
<b>OPERATING EXPENSES:</b>									
Administrative Salaries	\$302,311.48	31%	\$984,158.00	\$324,746.05	35%	\$923,521.00	\$95,982.56	32%	\$296,750.00
Management Fees				\$511,969.63	34%	\$1,498,208.00	\$98,865.00	29%	\$340,724.00
Other Admin Expenses	\$88,050.20	32%	\$278,119.00	\$70,212.20	23%	\$302,576.00	\$9,087.15	22%	\$40,632.00
<b>Tenant Services</b>									
Resident Assoc Expenses				\$4,454.00	17%	\$25,457.00			
Other Expenses				\$1,286.88	8%	\$16,955.00			
<b>Total Utilities</b>	<b>\$14,293.93</b>	<b>28%</b>	<b>\$50,255.00</b>	<b>\$770,035.68</b>	<b>30%</b>	<b>\$2,551,312.00</b>			
Maintenance Salaries	\$495,483.51	30%	\$1,678,428.00	\$390,119.24	32%	\$1,213,293.00			
Maint Materials	\$189,942.98	37%	\$519,096.00	\$50,211.87	21%	\$237,928.00	\$531.85	27%	\$1,966.00
Fee for Services - COCC				\$383,264.35	16%	\$2,385,276.00			
Other Maint Contracts	\$83,920.06	50%	\$167,142.00	\$350,120.93	33%	\$1,069,411.00	\$2,825.92	63%	\$4,468.00
Security Salaries									
Other Security Expense	\$44,795.80	48%	\$93,379.00			\$192,439.00			
Insurance	\$103,555.69	84%	\$123,400.00	\$186,240.87	36%	\$522,181.00	\$9,388.42	40%	\$23,259.00
Terminal Leave Payments									
Employee Benefit Contributions	\$299,972.86	31%	\$972,731.00	\$294,041.83	38%	\$780,649.00	\$35,481.43	33%	\$108,413.00
Collection Losses				(\$14,516.03)	-10%	\$138,440.00			
Interest Expense				\$205,604.45	34%	\$596,652.00			
Other General Expense	(\$8,851.13)			\$373.87	9%	\$4,142.00	\$4,520.89	26%	\$17,250.00
Total Routine Expenses	\$1,613,475.38	33%	\$4,866,708.00	\$3,528,165.82	28%	\$12,458,440.00	\$256,683.22	31%	\$833,462.00
Extraordinary Maintenance									
Depreciation Expense									
Contracts									
Casualty Losses - Net									
<b>Total Operating Expenses</b>	<b>\$1,613,475.38</b>	<b>33%</b>	<b>\$4,866,708.00</b>	<b>\$3,528,165.82</b>	<b>28%</b>	<b>\$12,458,440.00</b>	<b>\$256,683.22</b>	<b>31%</b>	<b>\$833,462.00</b>
Prior Year Adjustments									
<b>Total Operating Expenditures</b>	<b>\$1,613,475.38</b>	<b>33%</b>	<b>\$4,866,708.00</b>	<b>\$3,528,165.82</b>	<b>28%</b>	<b>\$12,458,440.00</b>	<b>\$256,683.22</b>	<b>31%</b>	<b>\$833,462.00</b>
<b>Gain/(Loss) from Operations</b>	<b>(\$301,303.54)</b>		<b>(\$171,869.00)</b>	<b>\$1,231,142.23</b>		<b>\$1,463,378.00</b>	<b>\$51,425.86</b>		<b>\$30,224.00</b>

\*\*\* July is the 4th month of the Fiscal Year Ending March 31st

\*\*\* Percentage 33.3% or 4/12th of the year



Caroline Rogers  
 Director of Finance

**KANSAS CITY, KANSAS HOUSING AUTHORITY  
MAINTENANCE REPORT  
FOR THE MONTH OF AUGUST 2019**

**CUSTOMER SERVICE & SATISFACTION SURVEY - AUGUST 2019**

Date	Vacant Unit Work Orders	Service Work Orders	Work Orders Closed	Residents Contacted	Favorable	Unfavorable	No Response
08/01/19	110	14	124	6	6	0	8
08/02/19	122	20	142	6	6	0	14
08/05/19	48	14	62	4	4	0	10
08/06/19	69	13	82	7	7	0	6
08/07/19	71	11	82	5	5	0	6
08/08/19	86	7	93	4	4	0	3
08/13/19	53	10	63	5	5	0	5
08/14/19	118	13	131	5	5	0	8
08/15/19	55	19	74	9	9	0	10
08/16/19	53	16	69	7	7	0	9
08/19/19	126	15	141	5	5	0	10
08/21/19	134	8	142	5	5	0	3
08/23/19	95	9	104	4	4	0	5
08/26/19	69	15	84	9	9	0	6
08/27/19	59	15	74	9	9	0	6
08/28/19	121	13	134	5	5	0	8
08/29/19	58	10	68	5	5	0	5
08/30/19	83	10	93	6	6	0	4
TOTAL	1,078	226	1,304	86	86	0	140

(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 38% of the service work orders completed
- (b) No Response 62% 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	199	55	154
Units in Mod	12	21	33
Fire Units	4	0	4
Rentable Units	83	34	117
Move-Ins	12	10	22
Move-Outs	16	19	35
Units Available	0	1	1
Units Readied in AUG	15	9	24

## REPORT F

## August 2019 Occupancy Report

PROJECT	TOTAL UNITS	OCCUPIED UNITS	VACANT UNITS	% OCCUPIED CURRENT	% OCCUPIED PRIOR
K1-1 *(6) (13) JUNIPER GARDENS	265	175	90	66%	67%
K1-2 (1) ST. MARGARETS PARK	100	99	1	99%	99%
K1-3(1) CYRUS K. HOLIDAY	60	56	4	93%	95%
K1-4*(6 (6) WYANDOTTE TOWERS	302	277	25	92%	91%
K1-5*(2) (1) BELROSE MANOR	90	86	4	96%	92%
K1-6 Elderly DOUGLAS HEIGHTS	101	98	3	97%	99%
K1-6 (3) Family DOUGLAS HEIGHTS	99	96	3	97%	96%
K1-7 (1) SCATTERED SITES	24	22	2	92%	100%
K1-9 (1) SCATTERED SITES	30	29	1	97%	100%
K1-10 *(2) SCATTERED SITES	42	38	4	90%	93%
K1-11 (1) (1) GRANDVIEW PARK	40	36	4	90%	93%
K1-12 (2) CHALET MANOR	66	61	5	92%	94%
K1-13 WELBORN VILLA	80	78	2	100%	100%
K1-14 BETHANY PARK TOWERS	153	150	3	98%	99%
K1-15 *(5) SCATTERED SITES	20	15	5	75%	75%
K1-17*(1) GLANVILLE TOWERS	108	107	1	99%	99%
K1-18 ROSEDALE TOWERS	122	120	2	98%	98%
K1-20 WESTGATE TOWERS	163	156	7	96%	96%
K1-21(1) SCATTERED SITES	8	7	1	88%	88%
K1-22 WESTGATE VILLA	20	20	-	100%	100%
K1-23(1) SCATTERED SITES	38	37	1	97%	97%
K1-24 (16) PLAZA TOWERS	116	97	18	84%	87%
K1-25 (1) SCATTERED SITES	12	11	1	92%	92%
Sub-Total before Adjustments	2,058	1,871	187	91%	92%
Less: # of Deprogrammed Units	33		33		91
Less: # of Units Under Modernization	39		39		
Total Units Available for Occupancy	1,986	1,871	115	94%	95%

(\*) Modernization units

## **MODERNIZATION AND DEVELOPMENT REPORT SEPTEMBER 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.

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

### **K1-57 WESTGATE VILLA CENTRAL AIR CONDITIONER HVAC REPLACEMENT**

Bids were due on June 12<sup>th</sup>, 2019 for this project. Five contractors bid on this project. Bids ranged in price from \$59,695.00 to \$109,877. The low bid of \$59,695.00 was submitted by Southtown Glass, Inc. dba SGI. Since this amount is below the threshold of \$75,000 requiring Board approval, staff has awarded a contract for HVAC Improvement at Westgate Villa to SGI, in the amount of \$59,695.00. A pre-construction meeting was held on July 16, 2019. Notice to Proceed was issued on September 6<sup>th</sup>, 2019. Work to begin on site the week of September 16<sup>th</sup>, 2109.

### **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 is complete: K1-56 Rosedale Tower Fire Sprinkler 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 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. 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 elevator is now complete and has been accepted. Work on the freight elevator at Plaza Tower is complete. Punch list inspection and close out of project at Plaza Tower pending.

Minnesota Elevator Inc., work at Westgate Tower is progressing well with the freight elevator completed. Work on the passenger elevator is progressing well.

#### **K1-57 WESTGATE TOWER PARKING LOT IMPROVEMENT**

Bids were due on January 9<sup>th</sup>, 2019 for this project. Only one bid was received for this project from McConnell and Associates, Inc., in the amount of \$64,640.00. The architect and staff reviewed this bid and determined that it is reasonable for this work and that a rebid of the project would not benefit the Housing Authority. Since this contract amount was below the \$75,000 threshold requiring Board approval, staff awarded a contract to McConnell and Associates, Inc. in the amount of \$64,640. A pre construction conference was held on February 13<sup>th</sup>, 2019. The building permit has been received from the Unified Government for this project. Notice to Proceed was issued on July 1<sup>st</sup>, 2019. Work is nearly complete. Demolition, drain installation, concrete and asphalt work, and striping are complete. Punch list items and final paperwork are pending.

#### **K1-56 GLANVILLE TOWER – COMMON AREA HVAC IMPROVEMENTS**

Bids were received on February 27<sup>th</sup>, 2019 for this project. The Board authorized the award of a contract at the March 2019 to Envirotech Heating and Cooling, in the amount of \$98,100.00. Preconstruction meeting was held on March 2<sup>nd</sup>, 2019. Notice to Proceed was issued on May 6, 2019. New equipment installation is complete. Punch list items and final paperwork are pending.

#### **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.

#### **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. The first elevator was received and accepted. The work on the second elevator began on March 5, 2019 and is now complete and has been accepted. This project is being prepared for close out.

#### **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) INTERIOR MODERNIZATION**

Bids were received on April 24, 2019, for the interior modernization of 5 houses in this development. This is the first phase of interior modernization at this development. Upon completion residents from other houses will be relocated to these units and then these houses will be scheduled for interior modernization. The Board authorized the award of a contract at the May 2019 meeting to Frye Construction Co., Inc., in the amount of \$229,900.00. Pre-construction meeting was held on May 23<sup>rd</sup>, 2019. Notice to proceed was issued on June 20<sup>th</sup>, 2019. Work has begun and is progressing well. In the 5 houses, demolition, rough-in wiring, plumbing and, sheet rock installation are complete. These 5 houses are in various stages of work: Sheetrock taping, painting, cabinet installation, door installation, finish electrical and plumbing, and tile installation is underway..

#### **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. Notice to Proceed will be issued when all required paperwork is received and the equipment is ready to be installed.

#### **K1-57 PLAZA TOWER INTERIOR MODERNIZATION PHASE 1 (Floors 6, 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 on site to begin the week of September 16<sup>th</sup>, 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<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. Architect and engineering firms have been selected to complete work under this program.

#### **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 will be issued when all required documents are submitted and equipment is ready for installation.

#### **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.

## RESIDENT INITIATIVE REPORT

SEPTEMBER 2019

SUBMITTED BY SHARRON DAVIS-MAYS

SELF-SUFFICIENCY COORDINATOR

On August 1, 2019 I attended a meeting with the U. S. Department of Housing and Urban Development staff. This meeting consisted of a webinar of best practices for EnVision Centers across the nation. This webinar was to help encourage housing authorities with EnVision Centers on how to become successful with their centers. Jason Mohr, Regional Administrator, stated that the Kansas City, Kansas Housing Authority along with the non-profit agency aSTEAM Village would need to meet to map out a strategy on how the EnVision Center can be effective in our area.

On August 6, 2019 The Public Housing Resident Council met at Wyandotte Towers. The League of Women Voters presented information on getting residents registered to vote in the up coming election. Each of the resident councils was encouraged to have the League of Women Voters attend their individual resident association meetings to help encourage residents to get registered to vote. A total of 25 resident leaders were in attendance.

On August 8, 2019 I met with Workforce Partnership staff and Jose Davis, U.S. Department of Housing and Urban Development, to help finalize plans for the job fair to be held on August 20, 2019. The job fair was the idea of residents that attended the EnVision Center summit held in January 2019. Residents stated that a job fair was needed for those who were re-entering society after prison and those who have felonies in their background. The job fair entitled *Fair Chance* was not limited to those with unfavorable backgrounds; it was open to the general public, as well.

August 14, 2019 I met with the residents at Westgate Towers. The residents are interested in re-activating their resident council. The resident council has been inactive for over two years. In addition, the residents contacted Melinda Linnell, Director of Housing Management, regarding their safety concerns. A petition, signed by 84 residents, was sent to Ms. Linnell. During the meeting the residents were encouraged to have council members and other residents attend to the sign-in sheets at the entry way. Some other resident associations have residents at their entry way to help with the sign-in sheets, also; this helps create a sense of security in the building. The resident councils are responsible for the scheduling and staffing of the front desk. The residents will hold their nominations for officers on September 5, 2019.

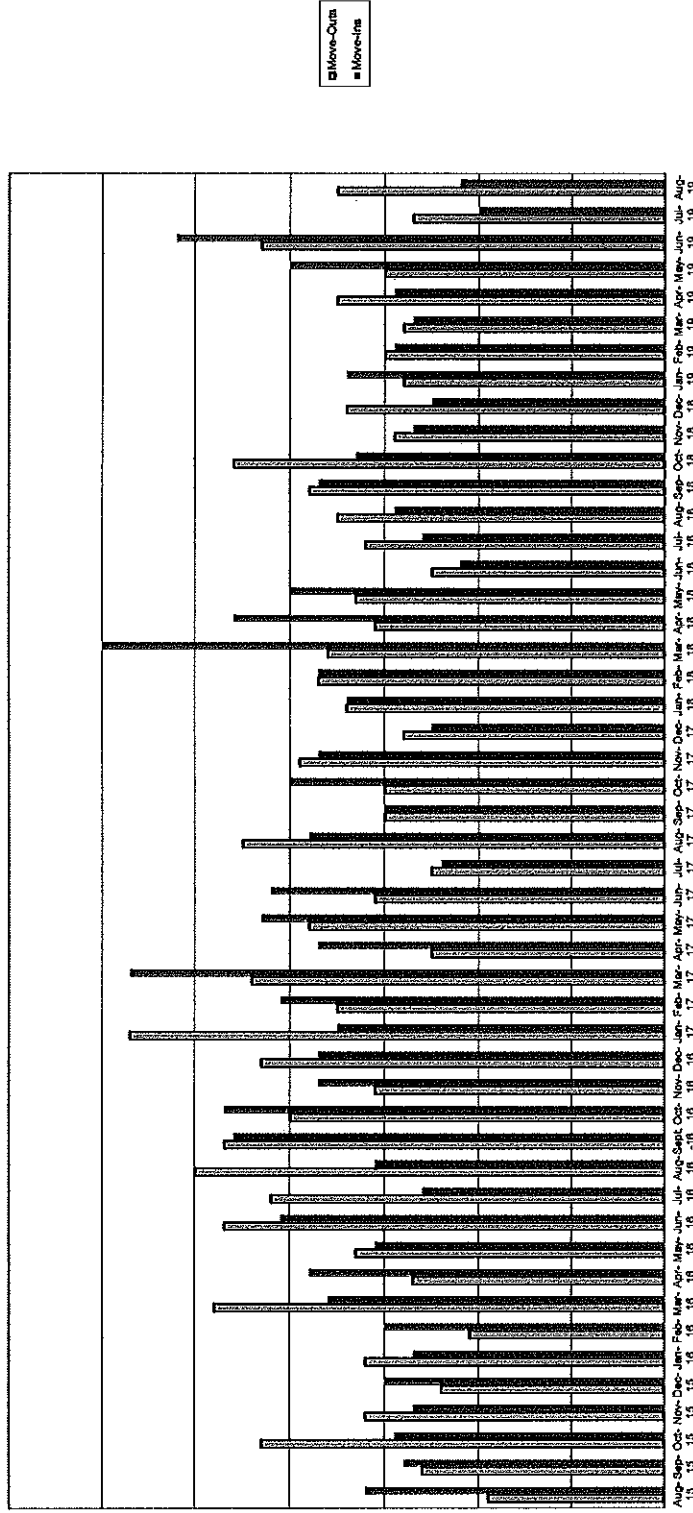
On August 15, 2019 I attend the groundbreaking ceremony of The Merc Co+op grocery store. Commissioner Rachel Jefferson was one of the speakers and is on the Board of Directors for The Merc Co+op. Chairman Matt Watkins was also in attendance.

On August 20, 2019 the *Fair Chance Job Fair* was held at Workforce Partnership. There were a total of 173 job seekers and approximately 20 employers that participated in the job fair. Some of the employers were UPS, Hostess and Liberty Fruit to name a few. One of our residents informed me that she was hired by UPS while attending the job fair. The U.S. Department of Housing and Urban Development (HUD) participated as a resource. I informed HUD that one of our residents was hired on the spot. They were excited to hear this good news.

Month	Year	Units	HAP
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
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

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
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

Chart Title



KANSAS CITY KANSAS HOUSING AUTHORITY  
BOARD OF COMMISSIONER'S MEETING  
September 19, 2019

New Business Consent Item: Collection Loss—Write-Offs

Resolution No. 2019-17

**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 U.S. Department of 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' account 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 approval by resolution.

**BOARD ACTION:**

Approve Resolution No. 2019-17, if appropriate.

**RESOLUTION NO. 2019-17**

**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; and

**NOW, THEREFORE, BE IT FURTHER RESOLVED** by the Board of Commissioners of the Housing Authority of Kansas City, Kansas that the total amount of \$179,795.53 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. 2019-17.