



Agenda

Housing Authority of the City of Kansas City, Kansas

Special Meeting

Thursday, September 17, 2020
12:30 pm.

Held Electronically
Via Zoom

- I. Roll Call
- II. Approval of the Minutes
Special Board Meeting August 20, 2020
(Pages 1—7)
- III. Executive Director's Report
(Pages 8—26)
- IV. Committee Reports
- V. New Business Consent Items:
 - A. Resolution No. 2020-18 Collection Loss Write-offs
(Pages 27—29)
 - B. Resolution No. 2020-19 Authorizing the Revision of Job
Descriptions
(Page 30)
 - C. Resolution No. 2020-20 Approving the Job Descriptions of
Housing Operations Coordinator
(Page 31)
- VI. Adjournment

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

Thursday, August 20, 2020
12:30 p.m.

Held Electronically
Via Zoom

On the 20th day of August 2020 at 12:30 p.m. the Board of Commissioners of the Housing Authority of Kansas City, Kansas met in special session via Zoom due to the coronavirus pandemic. 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
Broderick Crawford, Commissioner
Rachel Jefferson, Commissioner
P. Anne McDonald, Commissioner
John D. Rios, Commissioner
Denise Tomasic, Commissioner
Cardelia Walker, Commissioner (arrived after roll call)
Linda Warner, Commissioner

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

ALSO PRESENT: Thomas M. Scott, Executive Director/CEO
Cherrie Escobar, Director of Section 8
Sharron Davis-Mays, Self-Sufficiency Coordinator
Jacqueline D. Randle, Executive Services Manager
Caroline Rogers, Director of Finance
Anthony J. Shomin, Director of Facilities Management
Elaine Stroud, Assistant Director of Housing Management
Nebyu Tilahun, Assistant Director of Finance

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

Chairman Watkins called for approval of the minutes. Commissioner Crawford made the motion to approve the minutes of July 16, 2020. Commissioner McDonald seconded the motion and the following vote was recorded:

AYES: Banks, Barber, Crawford, Jefferson, McDonald, Rios, Tomasic, Warner, Watkins

NAYS: None

ABSENT: Rhodes, Walker, Wilson

ABSTAIN: None

Motion carried.

Executive Director's Report

- Mr. Scott informed the Board that J.D. Rios was sworn in on Friday, August 14, 2020 as the newest Housing Authority board member. Chairman Watkins was present for the swearing in. Commissioner Rios was then welcomed to the Board. Together, they spent three and a half hours touring Housing Authority properties, visiting Delaware Highlands Assisted Living and the new maintenance facility.
- The Resident Selection staff began move-ins last month. We had 47 move-ins for the month of July; they were 29 move-outs for a net gain of 18. So far in August there were 27 move-in and 22 move-outs. There is a staff shortage in that department. Eleven of the properties have increased occupancy percentages and only four have decreased occupancy. Plaza Towers is under modernization.
- On August 17, 2020 Governor Kelly signed Executive Order 20-61 to extend the moratorium on evictions for COVID-related conditions until September 15, 2021. The federal government may extend this even further.
- Connecting for Good, a long-time partner of the agency, has met at Belrose Manor and Douglas Heights family sites. They are proposing adding computer labs at both locations. We have some insurance adjustments because they were sued when a young participant left the building on 3rd Street and was hit by a vehicle. We are working through those issues with Connecting for Good to get them back working with our residents.
- Mr. Scott held a meeting on August 6, 2020 with Sharron Davis-Mays; Jason Mohr, HUD Regional Administrator HUD; Jose Davis and Fred Brisco to discuss the Envision Center. Rather than withdraw from the program, Mr. Scott proposed getting Connecting for Good involved to try and met the four pillars of the Envision Center which are 1) character and leadership, 2) economic empowerment, 3) education advancement and 4) health and wellness. By end-year we hope to have commitments with other partners, as well.
- Contact surface disinfecting is taking place again as we have reached the 90 days when you would need to reapply the product.

- We have reached out to HUD for guidance on doing a feasibility study of the current portfolio. This will help the Housing Authority in knowing its options for the future.
- A roundtable virtual discussion with HUD will be held on September 3, 2020. Jackie Randle will send out that information for the Board members to participate. Housing Authority staff will be participating.
- A letter of support was sent over to the Mayor's office and we plan to get this back as part of the repositioning of Juniper Gardens.

Vice-Chairman Banks asked about the status of resident participation during the pandemic. Mr. Scott indicated there has been good success. There is a slight issue at Bethany Park Towers and provisions will be taken. There were five positives at Glanville Towers, but they are all negative now. Mr. Scott offered that 66102, 66104, and 66106 are all hot spots for Kansas City, Kansas. We may suspend visitors at the high-rises again. Commissioner Crawford added that the numbers are increasing and Mr. Scott correctly identified the hot spots. There is great concern for our seniors. The positivity rate is about 20—25 percent for those tested, making this a definite concern.

Committee Reports

Bylaws

Commissioner Barber stated there was nothing to report this month.

Finance

Commissioner McDonald noted the Finance Committee has not met. They will meet before next month's board meeting and the auditors are planning to return within the next several weeks.

Inclusion and Public Information

Commissioner Warner indicated they have not met.

Personnel

Vice-Chairman Banks deferred to Mr. Scott who has met with HCap. Mr. Scott noted there are potentially five new candidates to review. He expects to be able to reach out to the Personnel Committee to discuss this further and get something set up in the next 10 days.

Development Committee

Chairman Watkins noted this committee has not met. Mr. Scott offered that we need to get the relocation plan completed before proceeding with anything else. Also, the Finance Committee did not meet because staff is accessing the software changes for accounting, maintenance and resident documentation. Commissioner Jefferson questioned if the Development Committee would meet after the relocation contract is in place. Mr. Scott indicated that was correct.

Resident Participation

Chairman Watkins noted this committee has not met.

Executive Committee

Chairman Watkins indicated the Executive Committee did meet and the results of the meeting would be discussed in Executive Session.

Community Housing Investment Group (CHIG)

Chairman Watkins noted the CHIG board met on Tuesday. There were a couple of more cases of COVID-19, but they are under control. The census figures are between 111-114 out of 120. We hope to be able to bring people back into the building.

Chairman Watkins noted he will be reaching out the Board members to make sure they are comfortable on the committees they are serving on. This will take place in the next couple of weeks.

New Business Consent Item

Chairman Watkins moved this resolution to the discussion portion of the agenda, as Commissioner Jefferson wanted to have more discussion on this item.

New Business Discussion Item:

Resolution No. 2020-17, accepting the proposal and authorizing a contract for relocation services with CVR Associates, was introduced.

Commissioner Jefferson asked what was included in the unit cost of \$1,500. *Commissioner Walker arrived.* Mr. Scott stated that in 2005, when we did relocation, it cost us about \$1,000 per unit. The \$1,500 includes counseling,

meetings with the residents, and private counseling for their relocation. The overall intent is to protect the interests of the residents. Mr. Shomin added that they will meet individually with each resident and match them with community resources. They will coordinate the entire move and follow-up with a survey after everyone is moved. Their first task will be to provide a relocation plan to be included in our application to HUD. Mr. Scott stated the relocation firm will reach back 24 months, even if the residents do not still live with us. Commissioner Jefferson asked what else would be included in the plan. Mr. Shomin expressed that HUD will look to make sure residents were given all their options and they were not discriminated against. HUD wants to see that we are doing our due diligence. The relocation company will lay out the total plan. Commissioner Jefferson asked would the moving costs be an extra expense outside of this contract and how much that would be. Mr. Shomin noted that moving expenses would be an extra cost which we have budgeted at \$1,000 per unit. It could be about \$2,500 per unit in total. The relocation company would do the follow-up. Mr. Scott added that funds are in the Capital Fund budget for the moving expenses. This could take 18 months to two years and will be staggered over time. Commissioner Barber asked to see the score sheets. Mr. Shomin noted he would scan and send the score sheets out to the Board. Mr. Shomin was asked to discuss why this firm was picked. He explained that three firms were priced over \$500,000 and three were under that amount. The firm out of Georgia/Tampa, Florida was selected as they have two people that live in Kansas City which keeps their cost lower. This company has experience nationwide and is familiar with HUD regulations. The price was good and they are a top notch company. They offered to fill positions with people in the community if there is a need for more manpower and they meet the qualifications. Commissioner Jefferson questioned how we would follow-up on them fulfilling their offer to hire people in the community. Mr. Shomin stated that he hoped their plan would address this and he would be able to comment on it.

Commissioner Rios made a motion to approve Resolution No. 2020-16. Commissioner McDonald seconded the motion and the following vote was recorded:

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

NAYS: None

ABSENT: Rhodes, Wilson

ABSTAIN: None

RESOLUTION NO. 2020-17—AUTHORITY TO ACCEPT THE PROPOSAL AND AUTHORIZE A CONTRACT FOR RELOCATION SERVICES WITH CVR ASSOCIATES.

Motion carried.

Commissioner McDonald asked to leave the meeting, noting that she fully participated with the Executive Committee and supports the decision of the Executive Director.

Executive Session

Commissioner Crawford made a motion to go into Executive Session for 15 minutes to discuss a personnel matter. Commissioner Rios seconded the motion and the following vote was recorded:

AYES: Banks, Barber, Crawford, Jefferson, Rios, Tomasic, Walker, Warner, Watkins

NAYS: None

ABSENT: McDonald, Rhodes, Wilson

ABSTAIN: None

This session lasted from 1 p.m.—1:15 p.m.

Commissioner Barber made a motion to extend Executive Session for another 15 minutes to continue the discussion of a personnel matter. Vice-Chairman Banks seconded the motion and the following vote was recorded:

AYES: Banks, Barber, Crawford, Jefferson, Rios, Tomasic, Walker, Warner, Watkins

NAYS: None

ABSENT: McDonald, Rhodes, Wilson

ABSTAIN: None

This session lasted from 1:15 p.m.—1:30 p.m.

Commissioner Barber made a motion to return to Regular Session. Vice-Chairman Banks seconded the motion and the following vote was recorded:

AYES: Banks, Barber, Crawford, Jefferson, Rios, Tomasic, Walker, Warner, Watkins

NAYS: None

ABSENT: McDonald, Rhodes, Wilson
ABSTAIN: None

Commission Rios made a motion to uphold the decision of the Executive Director, follow-up with the review of the policy and look at hiring a full-time Human Resources person. Commissioner Barber seconded the motion and the following vote was recorded:

AYES: Banks, Barber, Crawford, Rios, Tomasic, Walker, Warner, Watkins
NAYS: None
ABSENT: McDonald, Rhodes, Wilson
ABSTAIN: Jefferson

Motion Carried.

Chairman Watkins then called for the meeting to adjourn and it passed unanimously.

Matthew T. Watkins, Chairman

Thomas M. Scott, Executive Director/CEO

Executive Director's Report

September 17, 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

/s/ Thomas M. Scott

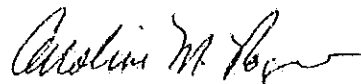
Thomas M. Scott
Executive Director/CEO

Kansas City, Kansas Housing Authority
Statement of Funds Available
For the Period Ended AUGUST 31, 2020

Description	Rate ^(a)	Maturity Date	Amount	Bank
General Fund Account	0.15%		\$1,112,433.23	Liberty
Payroll Account	0.00%		\$39,856.96	Liberty
ACH Pymt Account	0.15%		\$1,267.19	Liberty
Rent Depository Account	0.00%		\$946,787.81	Bank of Labor
Rent Bank Deposit Accounts	0.70%		\$153,410.88	Various
Homeless Prevention Program	0.90%		\$5,613.11	Bank of Labor
Sponsorship Program	0.50%		\$19,735.30	Bank of Labor
Section 8 Checking	0.00%		\$551,333.32	Bank of Labor
EPC Replacement Reserve Acct	0.15%		\$38,775.15	Liberty
KCKHA Debt Service Account			\$196,869.08	Deutsche Bank
CD#120245349	0.15%	02/26/21	\$500,000.00	Bank of Labor

(a) Represents Rates as of September 11, 2020 provided by Banks.

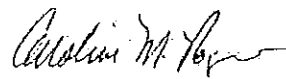
Note: Amounts reflect balances from month-end statements. Reconciliation of outstanding checks will adjust account balances, accordingly.



Caroline M. Rogers
 Director of Finance

Kansas City, Kansas Housing Authority
Delinquency in Accounts Receivable
For the Month of August 2020

	<u>Rent & Other Charges</u>	<u>Repayment Agreements</u>	<u>Net Total</u>
Accounts Receivable (Amounts Delinquent)	\$255,173.75	(\$126,264.08)	\$128,909.67
 Total Charges to Tenants for Month			 \$425,745.16
 Delinquency Ratio			 30.28%
 Petitioned to Court			 <u>25</u>
 Praecipes Issued			 <u>5</u>
 Evictions			 <u>1</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 AUGUST'20

MAINTENANCE COSTS

American Indain Enterprise & Business	\$1,120.00
BAILEY INDUSTRIAL CLEANING	\$4,720.00
Booney's Lawn Service	\$2,050.00
CALHOUN LAWN CARE, LLC	\$1,200.00
Carpet Corner Inc.	\$6,410.46
Carpet Corner Inc.	\$1,762.91
Carpet Corner Inc.	\$1,406.25
CINTAS CORPORATION No. 2	\$1,350.04
Coleman Worldwide Moving	\$6,623.20
DAVID ALLEN HENDERSON DBA	\$1,285.00
DAVID ALLEN HENDERSON DBA	\$1,285.00
DAVID ALLEN HENDERSON DBA	\$1,285.00
DAVID ALLEN HENDERSON DBA	\$1,285.00
Design Mechanical, Inc.	\$5,634.03
First Call Restoration, Inc	\$3,565.45
H.D. Supply	\$2,660.15
H.D. Supply	\$2,087.56
H.D. Supply	\$1,356.27
Klemp Electric Mach. Co. Inc.	\$1,233.76
Lowes	\$1,716.53
Martin Mechanical Corporation	\$5,401.32
Martin Mechanical Corporation	\$1,585.23
MEI TOTAL ELEVATOR SOLUTIONS	\$5,156.48
MEI TOTAL ELEVATOR SOLUTIONS	\$4,306.21
MEI TOTAL ELEVATOR SOLUTIONS	\$1,072.50
OSCARS MAINTENANCE SERVICE CORP, LLC	\$3,180.00
OSCARS MAINTENANCE SERVICE CORP, LLC	\$2,970.00
OSCARS MAINTENANCE SERVICE CORP, LLC	\$1,770.00
OSCARS MAINTENANCE SERVICE CORP, LLC	\$1,770.00
Personal Touch Lawn Service	\$4,365.00
ROYAL TREE SERVICE	\$9,850.00
ROYAL TREE SERVICE	\$3,425.00
Sherwin-Williams Co	\$3,673.90
Sherwin-Williams Co	\$2,858.76
Sherwin-Williams Co	\$1,404.63
Smallwood Locksmiths, Inc	\$4,820.90
Smallwood Locksmiths, Inc	\$1,128.13

SMITH SERVICE, LLC	\$1,250.00
SMITH SERVICE, LLC	\$1,250.00
SMITH SERVICE, LLC	\$1,250.00
SMITH SERVICE, LLC	\$1,250.00
SOS Pest Control	\$1,800.00
STACO ELECTRIC CONSTRUCTION CO	\$1,527.50
Stanion Wholesale Elec. Co.	\$2,487.74
Stanion Wholesale Elec. Co.	\$2,436.00
Stanion Wholesale Elec. Co.	\$1,750.83
Strasser Hardware	\$3,257.79
SUTTON REMODELING, LLC	\$2,200.00
Talx Corporation	\$2,756.67
Three Sons Painting LLC	\$6,490.00
Three Sons Painting LLC	\$4,340.00
Virginia Tile Company	\$1,397.56
W CARTER & ASSOCIATES GLAZING, LLC	\$1,252.00
Waste Management	\$9,764.72
WM Corporate Services, Inc as Payment Ag	\$1,162.29

MISCELLANEOUS

American Express	\$2,359.11
AT&T	\$8,214.75
AT&T	\$2,319.74
AT&T	\$1,025.99
ConvergeOne, Inc	\$1,580.92
Evans & Mullinix, P.A.	\$2,503.50
Evans & Mullinix, P.A.	\$2,093.50
HARRG INC	\$1,267.36
Housing Authority Risk Retention Group	\$130,275.00
Juanita Collins	\$1,013.02
Kinkos Fedex	\$3,786.59
Lockton Companies	\$14,174.00
OFFICE ESSENTIALS, INC	\$3,649.91
ONLINE INFORMATION SERVICES, INC	\$1,757.50
PayLease, LLC	\$3,300.40
PayLease, LLC	\$2,910.97
SCOTT & ASSOCIATES, LLC	\$9,700.00
SCOTT & ASSOCIATES, LLC	\$8,500.00
Time Warner Cable	\$2,885.36
U.S BANK EQUIPMENT FINANCE	\$2,498.84
Verizon Wireless	\$2,240.68
WEX BANK DBA WRIGHT EXPRESS FSC	\$3,728.77

MODERNIZATION

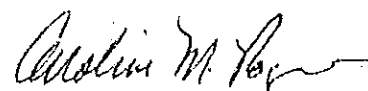
Allison & Alexander, Inc	\$396,633.52
AMERICAN DIGITAL SECURITY, LLC	\$19,808.79
Construction Managment Services, Inc	\$245,256.35
Davidson & Associates Inc.	\$3,468.00
Hernly Environmental, Inc	\$2,000.00
Tailor Made Exteriors, LLC	\$150,165.36
Thompson Design Consultants	\$13,308.02
Tompkins Associates Inc d/b/a	\$9,774.23

PAYROLL COSTS

AFLAC PREMIUM HOLDING	\$3,182.22
Blue Cross Blue Shield Of KC	\$94,685.40
Colonial Life & Accident Ins	\$4,098.38
Colonial Life & Accident Ins	\$4,098.38
Delta Dental	\$4,885.90
Kansas Payment Center	\$1,109.57
Kansas Payment Center	\$1,109.57
Kansas Public Employ Ret Syst	\$30,966.49
Kansas Public Employ Ret Syst	\$29,731.80
Kansas Public Employ Ret Syst	\$1,080.00
Kansas Public Employ Ret Syst	\$1,080.00
Nationwide Retirement Solution	\$2,205.00
Nationwide Retirement Solution	\$2,205.00
UMB HEALTH SAVINGS ACCT	\$1,738.13
UMB HEALTH SAVINGS ACCT	\$1,738.13
W.H. GRIFFIN, TRUSTEE	\$2,649.46
WILLIAM W. HUTTON ATTORNEY AT LAW	\$1,925.00
WILLIAM W. HUTTON ATTORNEY AT LAW	\$1,575.00

***UTILITIES**

Atmos Energy Corp	\$6,100.00
Board Of Public Utilities	\$113,932.93
Board Of Public Utilities	\$87,662.25
Board Of Public Utilities	\$69,200.29
Board Of Public Utilities	\$1,001.28
Kansas Gas Service	\$10,774.96
Kansas Gas Service	\$8,212.94
Kansas Gas Service	\$1,277.84



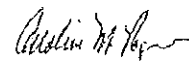
Caroline M. Rogers
Director of Finance

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

	CEN OFFICE YR TO DATE	%	CEN OFFICE BUDGET	PUBLIC HSG YR TO DATE	%	PUBLIC HSG BUDGET	SECTION 8 YR TO DATE	%	SECTION 8 BUDGET
OPERATING INCOME:									
Dwelling Rent				\$1,578,532.35	31%	\$5,047,070.00			
Fraud Recovery Income							\$30,171.25		
Interest Income	\$363.38	25%	\$1,460.00			\$8,780.00			
Tenant Income				\$62,702.75	16%	\$390,712.00			
Other Income	\$270,062.00	55%	\$489,554.00	\$58,267.82	5%	\$1,113,005.00	\$1,853.84		
Fee for Services - COCC	\$213,278.88	14%	\$1,500,087.00						
Management Fees	\$602,972.20	33%	\$1,828,145.00						
Total Operating Income	\$1,086,676.46	28%	\$3,819,246.00	\$1,699,502.92	26%	\$6,559,567.00	\$32,025.09		
Operating Subsidy				\$2,587,967.75	33%	\$7,763,316.00			
Section 8 Admin Fees							\$225,667.00	29%	\$777,301.00
Total Operating Receipts	\$1,086,676.46	28%	\$3,819,246.00	\$4,287,470.67	30%	\$14,322,883.00	\$257,692.09	33%	\$777,301.00
OPERATING EXPENSES:									
Administrative Salaries	\$261,414.20	27%	\$959,077.00	\$354,886.92	32%	\$1,096,386.00	\$105,963.72	34%	\$309,206.00
Management Fees				\$500,538.70	33%	\$1,514,196.00	\$102,433.50	33%	\$313,950.00
Other Admin Expenses	\$56,127.51	28%	\$202,958.00	\$66,736.00	21%	\$324,678.00	\$11,037.13	27%	\$41,231.00
Tenant Services									
Tenant Services Salaries				\$3,832.20					
Resident Assoc Expenses				\$193.83	1%	\$26,046.00			
Other Expenses				\$3,500.00	20%	\$17,402.00			
Total Utilities	\$12,413.63	24%	\$51,658.00	\$740,899.88	26%	\$2,827,169.00			
Maintenance Salaries	\$128,887.11	10%	\$1,262,794.00	\$740,442.41	47%	\$1,580,154.00			
Maint Materials	\$147,150.03	103%	\$143,450.00	\$33,968.60	5%	\$683,095.00	\$31.57	2%	\$1,737.00
Fee for Services - COCC				\$213,278.88	14%	\$1,500,087.00			
Other Maint Contracts	\$104,852.31	47%	\$224,744.00	\$422,529.38	35%	\$1,214,085.00	\$9,579.72	90%	\$10,687.00
Security Salaries									
Other Security Expense	\$656.29	26%	\$2,500.00	\$60,658.98	37%	\$164,235.00			
Insurance	\$43,377.77	40%	\$108,252.00	\$179,160.30	32%	\$555,162.00	\$7,670.04	32%	\$23,983.00
Terminal Leave Payments									
Employee Benefit Contributions	\$251,774.79	32%	\$798,175.00	\$352,049.08	37%	\$961,508.00	\$33,403.02	30%	\$111,078.00
Collection Losses				(\$17,727.52)	-4%	\$425,500.00			
Interest Expense				\$198,883.88	33%	\$596,652.00			
Other General Expense	\$1,002.60			\$102.02	9%	\$1,198.00	\$3,680.78	33%	\$11,000.00
Total Routine Expenses	\$1,007,656.24	27%	\$3,753,608.00	\$3,853,933.54	29%	\$13,487,553.00	\$273,799.48	33%	\$822,872.00
Extraordinary Maintenance									
Depreciation Expense									
COVID	\$33,957.24			\$28,958.01			\$2,191.05		
Casualty Losses - Net									
Total Operating Expenses	\$1,041,613.48	28%	\$3,753,608.00	\$3,882,891.55	29%	\$13,487,553.00	\$275,990.53	34%	\$822,872.00
Prior Year Adjustments									
Total Operating Expenditures	\$1,041,613.48	28%	\$3,753,608.00	\$3,882,891.55	29%	\$13,487,553.00	\$275,990.53	34%	\$822,872.00
Gain/(Loss) from Operations	\$45,062.98		\$65,638.00	\$404,579.12		\$835,330.00	(\$18,298.44)		(\$45,571.00)

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

*** Percentage 41.67% of 4/12th of the year



Caroline Rogers
 Director of Finance

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

CUSTOMER SERVICE & SATISFACTION SURVEY - AUGUST 2020

Date	Vacant Unit Work Orders	Service Work Orders	Work Orders Closed	Residents Contacted	Favorable	Unfavorable	No Response
08/03/20	51	10	61	2	2	0	8
08/04/20	29	13	42	5	5	0	8
08/05/20	57	11	68	4	4	0	7
08/06/20	86	8	94	2	2	0	6
08/07/20	54	18	72	5	5	0	13
08/10/20	46	27	73	4	4	0	23
08/11/20	42	20	62	6	6	0	14
08/14/20	36	16	52	4	4	0	12
08/17/20	66	16	82	2	2	0	14
08/18/20	61	15	76	3	3	0	12
08/20/20	57	9	66	2	2	0	7
08/24/20	102	22	124	3	3	0	19
08/25/20	80	14	94	6	6	0	8
08/26/20	48	10	58	3	3	0	7
08/28/20	68	25	93	7	7	0	18
08/31/20	60	12	72	2	2	0	10
TOTAL	843	225	1,070	66	66	0	159
			(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 29% of the service work orders completed
- (b) No Response 71% 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	163	76	239
Units in Mod	17	22	39
Fire Units	4	0	4
Rentable Units	142	54	196
Move-Ins	24	21	45
Move-Outs	18	21	39
Units Available	23	17	40
Units Readied in AUG	15	22	37

REPORT F

August 2020 Occupancy Report

PROJECT	TOTAL UNITS	OCCUPIED UNITS	VACANT UNITS	% OCCUPIED CURRENT	% OCCUPIED PRIOR
K1-1 *M(7) D(12) JUNIPER GARDENS	265	149	116	56%	58%
K1-2 D(1) ST. MARGARETS PARK	100	94	6	94%	94%
K1-3 D(1) CYRUS K. HOLIDAY	60	59	1	98%	97%
K1-4*M(1) D(8) WYANDOTTE TOWERS	302	286	16	95%	96%
K1-5*M(2) D(1) BELROSE MANOR	90	81	9	90%	91%
K1-6 Elderly DOUGLAS HEIGHTS	101	97	4	96%	98%
K1-6 D(3) Family DOUGLAS HEIGHTS	99	91	8	92%	90%
K1-7 D(1) SCATTERED SITES	24	24	-	100%	92%
K1-9 D(1) SCATTERED SITES	30	30	-	100%	100%
K1-10 *M(2) SCATTERED SITES	42	39	3	93%	83%
K1-11 M(1) D(1) GRANDVIEW PARK	40	37	3	93%	90%
K1-12 D(2) CHALET MANOR	66	61	5	92%	88%
K1-13 WELBORN VILLA	80	79	1	100%	100%
K1-14 BETHANY PARK TOWERS	153	147	6	96%	94%
K1-15 *M(6) SCATTERED SITES	20	11	9	55%	50%
K1-17*M(1) GLANVILLE TOWERS	108	97	11	90%	91%
K1-18 ROSEDALE TOWERS	122	115	7	94%	96%
K1-20 D(1) WESTGATE TOWERS	163	159	4	98%	96%
K1-21 D(1) SCATTERED SITES	8	7	1	88%	100%
K1-22 WESTGATE VILLA	20	20	-	100%	100%
K1-23 D(1) SCATTERED SITES	38	37	1	97%	100%
K1-24 M(18) PLAZA TOWERS	115	88	27	77%	76%
K1-25 D(1) SCATTERED SITES	12	11	1	92%	100%
Sub-Total before Adjustments	2,058	1,819	239	88%	88%
Less: # of Deprogrammed Units	35				
Less: # of Units Under Modernization	44		40		
Total Units Available for Occupancy	1,979	1,780	199	90%	89%

(*) Modernization units

MODERNIZATION AND DEVELOPMENT REPORT

September, 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.

All funds in the 2015 Capital Fund Program Grant have been obligated and expended. This program is being prepared for close-out.

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 2nd, 2015. The Capital Fund Program 2016 was approved at the December 17th, 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 29th, 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. Change order request for sill replacement has been received. 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 7th, 2016. The Capital Fund Program 2017 was approved at the December 15th, 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 projects are complete: K1-54 Scattered Sites (15) Interior Modernization Phase 1; K1-56 Rosedale Tower Air Handler Replacement; K1-55 Wyandotte Tower Elevator Modernization; K1-53 Chalet Manor Slope Stabilization.

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 6th, 7th, and 8th 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 8th Floor. All residents on the 7th Floor were moved to the 8th Floor on 6/23 to 6/25.

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 9th & 10th and is now complete.

K1-53 DOUGLAS HEIGHTS HVAC REPLACEMENT

Bids were received on June 26th, 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 30th, 2019. Notice to Proceed was issued on October 29th, 2019. All installation work is completed. Project has been inspected by staff and the Architect. There has been a delay in the final UG Inspection of

the 99 units due to the Covid19 guidelines. Inspections have started and are nearing completion.

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

Bids were received on July 15th, 2019 and revised bids were received on August 2nd, 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 23rd, 2019. Notice to proceed was issued on September 11th, 2019. Work on the 8th Floor is complete. Work began on the 7th floor on June 29th. Demolition, Framing, Rough Electrical and Rough Plumbing are complete on the 7th floor. Drywall installation is underway.

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 6th, 2017. The Capital Fund Program 2018 was approved at the December 21st, 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.

The following projects are complete: K1-55 Wyandotte Tower Underground Storage Tank Removal and K1-56 and K1-57 Glanville, Rosedale, and Plaza Towers Security Camera Improvements.

K1-54 SCATTERED SITE 7 HVAC IMPROVEMENTS

Bids were received on March 11th, 2020 for this project. The Board authorized the award of a contract at the March 2020 meeting to AAIM Services, LLC, in the amount of \$95,760.00. Preconstruction meeting was held via video platform on 5/12/2020. Notice to Proceed was issued on July 6th, 2020. Work is progressing well and is approximately 75% complete.

K1-53 CHALET MANOR HVAC IMPROVEMENTS

Bids were received on March 25th, 2020 for this project. The Board authorized the award of a contract at the April 2020 meeting. Project was awarded to Tailor Made Exteriors in the amount of \$460,723.08. A virtual pre-construction meeting was held on 4/30/2020. Notice to Proceed was issued on June 29th, 2020. Work has begun and is progressing well. Project is approx. 50% complete.

K1-56 DOUGLAS HEIGHTS HIGH-RISE, BETHANY TOWER AND GLANVILLE TOWER AND K1-57 WESTAGTE TOWER FIRE ALARM PANEL REPLACEMENT

Bids were received on April 1st, 2020 for this project. The Board authorized the award of a contract at the April 2020 meeting to Fire & Security Solutions Group, Inc. in the amount

of \$145,566.00. A virtual pre-construction meeting was held on 5/6/2020. Notice To Proceed was issued on July 6th, 2020. Work has begun, Douglas Heights fire panel installation has been completed. Work has begun at Westgate Tower.

K1-55, K1-56, AND K1-57 WYANDOTTE, BETHANY PARK, DOUGLAS HEIGHTS, GLANVILLE, ROSEDALE, WESTGATE, AND PLAZA TOWERS - SECURITY ENTRY ACCESS EQUIPMENT IMPROVEMENT

Bids are to be received on September 16, 2020 for this project. This will be on the Board agenda for the October 2020 meeting.;

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 5th, 2018. The Capital Fund Program 2019 was approved at the December 20st, 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 6th, 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 13th, 2018. Notice to Proceed was issued on September 27th, 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 8th, 2019. Construction was restarted in November of 2019. Currently, the new building and the existing building are nearing completion. Rough plumbing, mechanical, electrical, grading for parking lots and driveway, concrete curbs, paving, finish grading, and seeding are completed. Equipment shed is nearing completion. Interior trim-out currently underway (paint touch-up, cabinetry, etc.) Exterior wainscot/façade panels installation is scheduled for week of 9/13. Substantial completion is scheduled for the 1st of October.

CAPITAL FUND PROGRAM 2020

The funding amount for this program is \$5,259,500.00. The public hearing and final budget were presented to the residents on December 4th, 2019. The Capital Fund Program 2020 was approved at the December 19th, 2019 Board meeting. Staff has submitted all required documents to HUD for acceptance of this funding. The Capital Fund Program 2020 has been submitted to the Unified Government, the Housing Authority's responsible entity, for environmental review clearance prior to obligation and expenditure of funding.

RESIDENT INITIATIVE REPORT

SEPTEMBER 2020

SUBMITTED BY SHARRON DAVIS-MAYS

SELF-SUFFICIENCY COORDINATOR

The Public Housing Resident Council (PHRC) meetings have been postponed until further notice. However, presidents of each resident council have been given the approval to resume their resident council meetings with the understanding that each resident must wear a mask to attend the meetings.

A survey was sent out to all the resident council officers. The survey was to find out what type of social services the residents want for the EnVision Center. Residents were given until August 3, 2020 to return the survey. We received a total of sixteen surveys. The survey asked the residents to give us an idea of what type of programs the residents wanted the Housing Authority to invite to participate in the EnVision Center. The questions were centered around the four pillars which are 1) Economic Empowerment, 2) Educational Advancement, 3) Health & Wellness, and 4) Character and Leadership.

Economic Empowerment the residents want us to invite Community Development Society, Workforce Partnership, Habitat for Humanity, Connection to Success, and FDIC.

Educational Advancement the residents want us to invite Kansas City, Kansas Community College Dream Center and Technical School, Donnelly College, Youth Build, University of Kansas, K-State Research and Extension, and the Kansas City, Kansas Public Library.

Health and Wellness the residents want us to invite Wyandotte County Health Department, Wyandotte Mental Health, University of Kansas, Catholic Charites, United Healthcare, Susan G. Komen Foundation, and Salvation Army.

Character and Leadership residents want us to invite Heartland Black Chamber of Commerce, neighborhood organizations, community policing, Kansas City, Kansas Police Department, local churches, Boys and Girls Clubs, and Kansas City, Kansas Community College.

Catholic Charites is continuing to provide lunch to our youth during the pandemic who otherwise are too far away from their designated lunch sites. On August 4th 1,701 lunches were served and 80 food boxes were distributed; August 11th 2,050 lunches were served, and 80 food boxes were disturbed; August 18th 2,290 lunches were

served, and 100 food boxes were distributed and August 25th 1,465 lunches were served and 125 food boxes were distributed. Catholic Charities finished its lunch program on the 25th of August. The Housing Authority is grateful to Catholic Charities for providing lunch and food to our families during the pandemic.

On August 6, 2020 Thomas Scott and I met with members from the United States Department of Housing and Urban Development (HUD): Jason Mohr, Director of Region VII; Jose Davis, Supervisory Management Analyst and Fred Brisco, Program Analyst. We met to give a tour of the EnVision Center site located at Douglas Heights Family Development. Mr. Scott lead the discussion on how the Housing Authority will work with our community partners to provide programs once COVID-19 lifts. HUD was pleased with the site and the direction Kansas City Kansas Housing Authority plans to move forward with ensuring programs will be available for our residents.

On August 11, 2020 I met with PC's for People (formerly Connecting for Good). Tom Esselman, Executive Director, PC's for People and one of his staff visited the EnVision Center site to take measurements on how many computers to place in the community room. The goal is to have at least four computers so that residents can job search and work on educational programs. They will also be able to work on homework and school projects. No date has been set as to when this will take place.

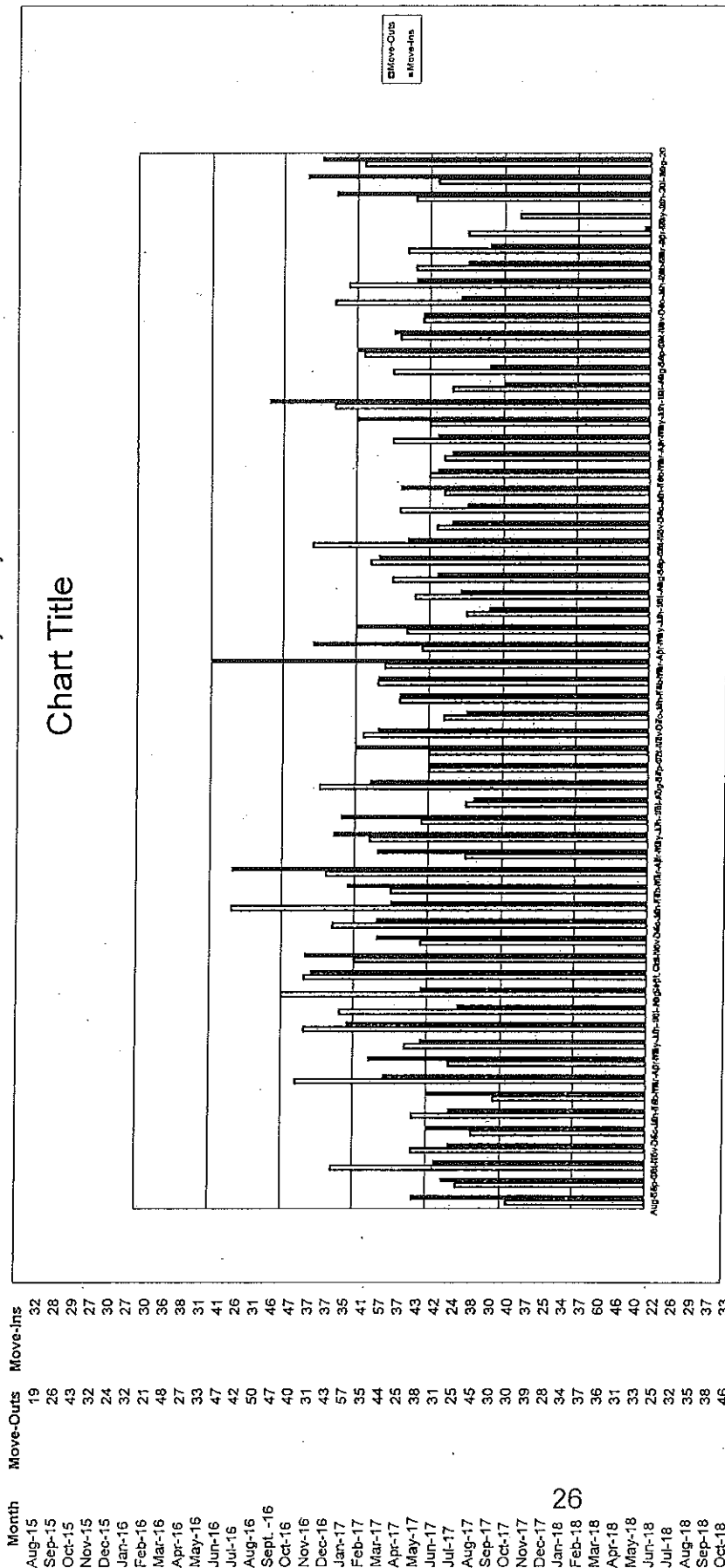
On August 17, 2020 Susan Martin, Administrative Assistant aided me with the submission of the Family Self-Sufficiency renewal grant. The deadline for submission was August 20, 2020.

On August 19, 2020 we held our first Program Coordinating Committee meeting. This group of partners are mandatory for the Family Self-Sufficiency (FSS) Program. There was a total of 17 in attendance. We provided information on how the FSS Program operates and the partners' role within this program. This group meets quarterly and helps provide guidance to the FSS Manager and Coordinator.

On August 26, 2020 I participated in a focus group hosted by the University of Kansas School of Social Welfare. This focus group is also a part of a study done by the University of Kansas on the impact of the treatment of African Americans by the Kansas Department of Children and Families.

Month	Year	Units	HAP
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
April	2020	1320	885,542
May	2020	1324	897,186
June	2020	1311	887,334
July	2020	1298	860,706
August	2020	1284	852,643

Report J
Kansas City, Kansas Housing Authority
Move-Ins and Move-Outs - July 2015 - July 2020



KANSAS CITY KANSAS HOUSING AUTHORITY
BOARD OF COMMISSIONERS MEETING
September 17, 2020

New Business Consent Item: Authorizing Collection Loss – Write-Offs
Resolution No. 2020-18

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. 2020-18, if appropriate.

RESOLUTION NUMBER 2020-18

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 \$252,753.06 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 2020-18. .

Kansas City, Kansas Housing Authority
Collection Loss Recap - September 2020

Project	Rent	Retro	Other	Total
Juniper Gardens	\$5,296.59	\$4,850.02	\$17,822.44	\$27,969.05
Wyandotte Towers	\$15,073.98	\$9,386.36	\$13,250.38	\$37,710.72
Belrose Manor	\$3,253.00	\$1,624.00	\$2,763.42	\$7,640.42
Bethany Towers	\$4,143.50	\$0.00	\$2,766.31	\$6,909.81
Chalet Manor	\$3,851.34	\$3,913.75	\$8,733.70	\$16,498.79
Cyrus K Holliday	\$7,052.39	\$3,038.50	\$7,056.89	\$17,147.78
Douglas Heights (E)	\$9,869.50	\$3,287.00	\$2,664.24	\$15,820.74
Douglas Heights (F)	\$1,085.49	\$731.00	\$7,432.60	\$9,249.09
Glanville Towers	\$84.46	\$0.00	\$1,407.84	\$1,492.30
Grandview Park	\$2,567.00	\$507.50	\$7,552.69	\$10,627.19
Plaza Towers	\$823.00	\$0.00	\$759.38	\$1,582.38
Rosedale Towers	\$3,670.50	\$8,871.30	\$3,249.04	\$15,790.84
Scattered Sites-007	\$3,012.00	\$6,121.24	\$5,663.93	\$14,797.17
Scattered Sites-010	\$1,571.43	\$492.00	\$5,148.88	\$7,212.31
Scattered Sites-015	\$162.00	\$5,689.56	\$3,123.09	\$8,974.65
Scattered Sites-021	\$3,988.00	\$352.00	\$3,886.56	\$8,226.56
Scattered Sites-025	\$0.00	\$0.00	\$30.00	\$30.00
St Margaret's Park	\$552.50	\$87.00	\$4,734.07	\$5,373.57
Welborn Villa	\$0.00	\$0.00	\$48.06	\$48.06
Westgate Towers	\$7,863.69	\$23,763.00	\$7,660.61	\$39,287.30
Westgate Villa	\$25.00	\$0.00	\$339.33	\$364.33
Total	\$73,945.37	\$72,714.23	\$106,093.46	\$252,753.06

AMP

51	Juniper Gardens	\$5,296.59	\$4,850.02	\$17,822.44	\$27,969.05
52	Family North	\$6,372.50	\$2,218.50	\$15,050.18	\$23,641.18
53	Family South	\$11,989.22	\$7,683.25	\$23,223.19	\$42,895.66
54	Scattered Sites	\$8,733.43	\$12,654.80	\$17,852.46	\$39,240.69
55	Wyandotte Towers	\$15,073.98	\$9,386.36	\$13,250.38	\$37,710.72
56	Elderly East	\$17,767.96	\$12,158.30	\$10,087.43	\$40,013.69
57	Elderly West	\$8,711.69	\$23,763.00	\$8,807.38	\$41,282.07
	Total	\$73,945.37	\$72,714.23	\$106,093.46	\$252,753.06

Resolution No. 2020-19

Authorizing the Revision
of Job Descriptions

WHEREAS, job descriptions have been revised to more accurately reflect the duties in each of the following positions: Director of Housing Management, Director of Facilities Management, Assistant Housing Management Director and Assistant Director of Facilities Management; and

WHEREAS, Housing Management and Facilities Management leadership will be combined to form a new position titled Director of Housing Operations; and

WHEREAS, a new Director of Contract Administration position will take the place of the Director of Facilities Management position; and

WHEREAS, the Assistant Director positions will now be referred to as Assistant Director of Housing Operations—Housing Management and Assistant Director of Housing Operations—Facilities Management; and

WHEREAS, these changes are needed to streamline operations, improve overall efficiency, and enhance customer service; and

WHEREAS, salary ranges for each position fall into the previously approved ranges adopted by the Board of Commissioners; and

WHEREAS, it is in the best interest of the Housing Authority to approve these changes.

BE IT RESOLVED, by the Board of Commissioners of the Housing Authority of the City of Kansas City, Kansas that job descriptions are revised and the new position titles are: Director of Housing Operations; Director of Contract Administration, Assistant Director of Housing Operations—Housing Management and Assistant Director of Housing Operations—Facilities Management.

NOW, THEREFORE, BE IT FURTHER RESOLVED that the Board of Commissioners of the Housing Authority of Kansas City, Kansas does hereby approve Resolution No. 2020-19.

Resolution No. 2020-20

Approving the Job Descriptions of
Housing Operations Facilities Coordinator

WHEREAS, there is budget authority to add a Housing Operations Facilities Coordinator to provide administrative assistance to the Housing Operations staff; and

WHEREAS, it is in the best interest of the Housing Authority to add a Housing Operations Facilities Coordinator and subject them to the same hiring standards as current staff; and

WHEREAS, the addition of the Housing Operations Facilities Coordinator position will serve to benefit both Housing Management and Facilities Management; and

WHEREAS, this position was evaluated by senior management and placed on the salary chart at pay grade 617.

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of Kansas City, Kansas that the Housing Operations Facilities Coordinator job description be approved and added to the salary chart at pay grade 617 with a salary range of \$43,285—\$65,790 annually.

NOW, THEREFORE, BE IT FURTHER RESOLVED that the Board of Commissioners of the Housing Authority of Kansas City, Kansas does hereby approve Resolution No. 2020-20.